



Health & Safety Policy

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

HEALTH AND SAFETY POLICY

This Policy describes the arrangements that Voluntary Action Shetland will undertake for the implementation of the organisation's Health and Safety Policy and sets out the responsibilities of key individual members of staff for this purpose. Every member of staff of Voluntary Action Shetland must read it. We have a commitment to protect others and ourselves by preventing accidents and eliminating exposure to health risks by adhering to the content of this Policy.

POLICY STATEMENT - GENERAL

Voluntary Action Shetland (hereinafter referred to as VAS) will comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

VAS will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and volunteers. VAS recognise and accept their duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

VAS will ensure that all necessary information, training and supervision will be provided for this purpose.

VAS will do all that is within its powers to ensure the health and safety of its employees. It is recognised that health and safety at work is the responsibility of each and every individual associated with the organisation. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

Employee participation in the establishment and maintenance of a safe and healthy environment will be encouraged. VAS will provide all necessary information, instruction, training and supervision to stimulate interest and concern amongst employees regarding health and safety at work.

All injuries, however small, sustained by a person at work must be recorded in the Accident Book. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Health and Safety Policy will be kept up to date and will be directly related to the organisations business plan, which will reflect changes in size and nature of operation.

VAS regards the promotion of health and safety measures as a mutual objective for the management board of Directors and the employees at all levels.

In particular VAS has a responsibility:

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- To provide training and instruction to enable employees to perform their duties safely and efficiently.
- To make available all necessary safety devices and protective equipment and to supervise their use.

EMPLOYEES – RESPONSIBILITIES

Employees have a duty to co-operate in the operation of this policy by working safely and efficiently.

All employees should be aware of, respect and adhere to, the rules and procedures contained in this policy statement.

All employees shall immediately report any unsafe practices or conditions to the Development Officer.

Any person under the influence of alcohol or any other intoxicating drug, which might impair their ability to perform the duties associated with their post, will not be allowed to work.

All injuries must be reported to the Executive Officer, Team Leader or a delegated representative.

Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor or the Executive Officer.

DISPLAY SCREEN EQUIPMENT

It is the policy of VAS to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

VAS will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. VAS will ensure that all workstation meet the requirements as incorporated in the HSE Booklet (copy of which is available in the Administration Office.)

The risks to users of VDUs will be reduced to the lowest extent reasonably practicable. VDU users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU users on request.

Where necessary VDU users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

SMOKING

See separate policy.

FIRST AID

The first aiders for Market House are Neil Pearson, Linda Gray, Paula Dunn, Gail Finney and Helen Fullerton

The appointed person(s) for first aid is/are responsible for the first aid boxes and ensuring that they are fully equipped and functional. There are first aid boxes in the Administration Office, Reception and Kitchens.

FIRE SAFETY

The fire regulations and procedures of VAS are displayed in each of the work locations. All staff must ensure that they have read and understood their content. All staff have a duty to report, immediately any fire, smoke or potential fire hazards to the fire services (dial 999).

The Responsible Officer (the Team Leader) must ensure the provision and maintenance of fire prevention and detection equipment. All staff responsible for keeping their operation areas safe from fire, ensuring that staff are trained in the proper prevention practices and emergency procedures.

ACCIDENT/INCIDENT REPORTING

All accidents and incidents, however minor must be reported to the Executive Officer or Team Leader of Voluntary Action Shetland. All members of staff must ensure that any such event, which they have experienced or witnessed, is brought to the notice of firstly, their line manager in order that the Executive Officer can be informed. All accidents/incidents must be entered in the Accident Book, which is kept in the Administration Office.

In the case of serious accidents, the Executive Officer may be required to investigate the incident and look into the circumstances and make recommendations.

Any report on an accident or incident must include the following, circumstances of the accident including any relevant information for example photographs, the nature and severity of any injury sustained, the identity of the eyewitness, the date, time and location of the incident and the date of the report.

MONITORING

An appointed person who has been trained in Risk Assessment will carry out health and safety inspections on an annual basis, to ensure that working conditions and equipment are being maintained in a safe working condition. The appointed person will complete a risk assessment form at the time of the inspection and any items that need addressing will be addressed accordingly.

HEALTH AND SAFETY AT WORK ACT 1974

Principles

All employees should take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. Employees shall inform their immediate line manager of any hazards that they are aware of in order that appropriate action may be taken.

Duties and responsibilities of all Directors and Staff:

- They must familiarise themselves with VAS Health and Safety Policy.
- They must ensure that people within VAS are aware of any hazards associated with their working environment.
- They should continually develop safe working practices within all work locations.
- They must ensure that all health and safety rules are observed and that protective clothing or equipment is worn or used where appropriate.
- They must ensure that, where reasonable, adequate supervision is provided, particularly where young or inexperienced workers are concerned.
- They must be aware of existing health and safety legislation regarding their own activities.
- They must investigate all accidents properly to discover the cause and eliminate reoccurrence.
- All accidents must be recorded in the organisations accident book as soon as possible.
- They shall ensure that all machinery under their control is properly maintained and is safe for use.
- They shall ensure that all defects in their workplace, which could affect the health and safety of the workforce, are promptly reported and rectified.
- They must ensure that all certificates and insurance cover required under relevant legislation are maintained and up to date.
- They must ensure that all first aid and fire appliances are in place and correctly serviced as required, and that the fire drill and precaution procedures are adhered to.
- They will arrange for the display of all statutory notices and material under the Health and Safety at Work Act 1974 in a prominent position.