



HEALTH & SAFETY POLICY

POLICY STATEMENT

MINDHEART is committed to meeting in full our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, contractors, trainees, volunteers, and members of the public.

Our team (i.e., our employees, contractors, trainees and volunteers) are key resources and their commitment to the people they work with is an essential cornerstone of our business plan. This policy document recognises our commitment to their health and safety.

MINDHEART will provide the training, assistance, and resources necessary to ensure that all the policy requirements can be met in full.

Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way, we can all play a part in creating a safe, risk-free environment.

Health, safety, and welfare will, so far as is reasonably practicable, take precedence over all other objectives. MINDHEART is committed to meeting all health and safety requirements specified in law and further demonstrating our commitment by adopting codes of best practice as appropriate to ensure a safe environment for our team, volunteers and members of the public.

This policy reaffirms MINDHEART's commitment to providing the appropriate level of resources in terms of staffing and finance to ensure compliance with our duty for health and safety at work. MINDHEART is also committed to liaising with other professional bodies regarding health and safety as relevant.

ORGANISATION

Day to day responsibility for ensuring this policy is put into practice is delegated to MINDHEART's Managing Directors.

Managing Directors will:

- a) advise the Management Committee of any matter of concern and the resources needed to meet Health and Safety requirements.
- b) ensure that risk assessments are carried out on working practices, before they start if possible, and to ensure they are reviewed should there be a change in any factor affecting the risk.
- c) ensure that all employees, contractors, trainees and volunteers are informed, trained, supervised or otherwise instructed in matters of Health and Safety, fire precautions and other emergency procedures.
- d) investigate all accidents and incidents to employees, contractors, trainees, volunteers, visitors or guests, reporting all details in an Accident Log and, having reviewed the cause, make necessary provisions to prevent a recurrence.
- e) ensure that employees, contractors, trainees and volunteers are provided with updates and amendments to the policy, its organisation and arrangements.
- h) organise and properly document periodic employees, contractors, trainees and volunteers consultation meetings.

All employees, contractors, trainees and volunteers will:

- a) take reasonable care of their own Health and Safety and of others who may be affected by their acts or omissions at work, and co-operate with MINDHEART's Managing Directors so far as is necessary to enable us to fulfil or comply with any duty or requirement under the Health and Safety Act.
- b) report any situation that they consider a serious or imminent danger to their key link person at the school/organisation where they are based (electrical faults, problems with safety equipment, fire doors jamming, lights not working in escape route, etc.).
- c) report all accidents, incidents, and damage, whether or not persons have been injured, to the key link person in the school/organisation where they are based and Managing Directors as soon as possible.
- d) report to MINDHEART's Managing Directors any perceived shortcomings in the Health and Safety arrangements.

ARRANGEMENTS

The Managing Directors shall, so far as is reasonably practical:

- a) review and make necessary revisions to the Health and Safety Policy.
- b) properly consider employees', contractors', trainees, volunteers' concerns, criticisms and comments regarding Health and Safety, its organisations and arrangements and take the necessary action.
- c) ensure that all outstanding matters are addressed and either corrected or resourced and a timetable of action provided.
- d) raise any concerns related to Health and Safety at the general committee meetings.
- e) supervise the implementation of the policy.
- f) review all training needs and allocate resources as necessary.
- g) ensure that all accidents and incidents have been correctly investigated and reported.
- h) have a conversation with schools prior to interventions starting and carry out a risk assessment.

COMMUNICATION & CONSULTATION

All aspects of Health & Safety consultation will be through routine team meetings, which will be minuted, or through individual one-to-one discussions.

SYSTEMS OF WORK & WORKING ARRANGEMENTS

All employees, contractors, trainees and volunteers will receive a health and safety induction and training at the school/organisation where they are based. Training will include fire safety and first aid provision information.

No untrained persons are to administer first aid except where nominated individuals are absent.

Other than first aid, no treatments are to be administered, i.e., no painkillers, tablets, eye ointments, creams or plasters. All accidents are to be reported in an Incident Log.

Employees, contractors, trainees and volunteers must report any accident or incident to the school/organisation link person and their MINDHEART link person as soon as it is practicable and, in any event, no later than the end of the day in which the incident occurred.

Managers will make initial investigations and enter the detail in the Incident Log.

RISK ASSESSMENTS

All Risk assessments require to be documented where five or more people are employed or hired. General Risk assessments will be drawn up in relation to the specific schools/organisations we are based in and are available for employees, contractors, trainees, volunteers or their representatives to see.

Where a specific requirement for Risk assessment is identified, Managing Directors will nominate a responsible individual with the necessary background and experience to carry out that assessment. This will be verified on completion, if necessary, by submission to a Safety Consultant/Competent person.

Examples of specific assessments are:

Asbestos
Control of Substances Hazardous to Health
Display Screen equipment
Electrical safety
Expectant mothers
Fire
First Aid
Gas Safety
General housekeeping

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Legionella in hot and cold water systems
Manual Handling Operations
Lone workers/Homeworkers
Personal Protective Clothing
Risks in the kitchen
Scalding risk from hot water
Slips, Trips and Falls/Falls from height
Young People

All current assessments will be reviewed by the Managing Directors annually or if there are changes to the practice, substances, equipment or personnel involved.

Before a new activity is permitted, an assessment will be carried out and all uncontrolled areas eliminated or controlled.

MONITORING

Monitoring of our working conditions to ensure safe working practices are being followed through

- risk assessment

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- accident log
- routine checks

by Managing Directors.

The Managing Directors are responsible for investigating accidents and work-related causes of sickness absences.

STATUTORY REGULATIONS

MINDHEART is committed to carrying out its operations in compliance with relevant Statutory Regulations and any new or amended Regulations that may become valid in the future.

Date Updated: April 2024

Next Review: April 2025