

## Health and Safety Procedure

This is the statement of procedures and arrangements for:-

**North Yorkshire Advocacy**

Overall and final responsibility for health and safety is that of:-

**Chief Executive**

Day to day responsibility for ensuring these procedures is put into practice is delegated to:-

<b>Statement of general policy</b>	<b>Responsibility</b>	<b>Action/Arrangements</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities including lone working	Chief Executive	Risk assessment and Fire Risk Assessment (provided by Landlord) Procedures discussed in induction
To provide adequate training to ensure employees and volunteers are competent to do their work safely	Chief Executive	Health and Safety Training for delegated staff member First Aid Training for staff/volunteers
To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health	Chief Executive delegated staff member	Workplace assessments to be carried out
To implement emergency procedures – evacuation in case of fire or other significant incident.	Chief Executive/Landlord	Fire drills
To maintain safe and healthy working conditions, provide	Chief Executive	PAT Testing and regular checks

and maintain equipment and machinery and ensure safe storage/use of substances	delegated staff member	
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Health and Safety Law poster is displayed:	Admin office near photocopier
First Aid box and accident book are located	Staff area on bookshelf

Signed (Employer)		Date:	
Subject to review, monitoring and revision by		Every:	Months or sooner if work activity changes

## Risk Assessment for North Yorkshire Advocacy

What are the hazards?	Who may be harmed and how?	What are we already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done?
Lone working Verbal and/or physical assault	Staff and volunteers either at the office or when travelling to or visiting clients may suffer verbal or physical assault from clients or other people	Staff and volunteers <ul style="list-style-type: none"> <li>• Ask referrer if there is a risk</li> <li>• inform the office of visit details</li> <li>• carry mobile phones</li> <li>• take another person with them if client is cause for concern</li> <li>• let office know when returned from visit( Text to CEO phone if no reply in office)</li> <li>• inform office of car details</li> <li>• are not to visit out of office hours</li> </ul>	Staff training : dealing with confrontational situations Staff training	Chief Executive		
Lone working Visiting hazardous premises	Staff and volunteers may risk injury or ill health when visiting premises which may be in poor repair, have animals or pests or other hazards such as clients who smoke	When taking referral staff will enquire about any hazards conditions already identified and will discuss with manager if necessary. Staff know not to take risks e.g. fixing loose wiring and will remove themselves from hazardous premises immediately	Any incidents should be reported to delegated person and discussed at staff meetings	All staff		
Slips and trips	Staff and visitors may be injured if they trip over	Good general housekeeping All areas are well lit including stairs	Better housekeeping, general tidying of cables	All staff		

	objects, slip on spillages or trip while going up or down stairs	There are no trailing leads or cables Staff keep work areas clear e.g. no boxes or bags left in walkways Offices are cleaned regularly	and leads.			
Manual handling	Staff may suffer injuries such as strains or bruising from handling heavy/bulky objects	Heavy objects are not kept on high shelves. When moving heavy objects, staff members will ask for help or use a porters trolley Heavy stationery is brought upstairs by deliverer	Update manual handling training for new staff	Chief Executive		
Display Screen Equipment	Staff risk of posture problems and pain, discomfort or injuries to hands/arms/eyes from overuse, improper use or from poorly designed workstations. Headaches or sore eyes can occur e.g. if the lighting is poor.	Staff have short frequent breaks and do not use computers for long and continuous periods. Workstations and equipment set to ensure good posture and to avoid glare and reflections on the screen Lighting and temperature are suitably controlled Staff to advise manager of any pain that may be linked to computer use	DSE training and assessments of workstation	Chief Executive to follow up assessments		
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment	Annual PAT Testing of all electrical appliances Staff never use electrical equipment in wet conditions or touch with wet hands	Staff training to spot and report any defective plugs, discoloured sockets or damaged cables. Staff to know where fuse box is and how to safely switch off electricity in emergency	Chief Executive		
Fire Flames, heat, smoke, toxic fumes, reduced oxygen Collapse of buildings	If trapped in building, staff could suffer from burns/smoke inhalation	Fire risk assessment carried out by Landlord – see appendix 1 Keep material which could become fuel to a minimum and kept away from fuels No smoking in or around the building Staff aware of evacuation routes and procedures and assembly points. Fire doors are kept closed Fire drills regularly carried out Staff trained to use fire extinguishers	Staff to be made aware of fire risk assessment	Chief Executive		
Driving	Staff and volunteers may breakdown or have an	Awareness of risk clients through office system Staff and volunteers ensure that they have enough				

	<p>accident They may suffer from threatening/violent behaviour from passengers</p>	<p>time to travel safely Staff and volunteers are aware that their vehicles have to be maintained and that they are competent to drive Staff and volunteers adhere to the Adverse Weather Policy</p>				
General Injury	<p>Staff, volunteers or visitors to the office</p>	<p>Staff have basic first aid training and a first aid kit is in the office. Staff are asked to remove any waste materials such as broken glass etc safely Staff are to adhere to safety instructions when using office equipment.</p>	Continued First Aid training	Chief Executive		

Approved by the Board of Trustees