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Richmond Mind - HEALTH AND SAFETY POLICY

1.0 POLICY STATEMENT

1.1 Richmond Mind seeks to provide a safe and healthy living and working environment and undertakes to conduct its operations in such a way as to ensure the health and safety of its employees, Board Members, volunteers, service users and all who visit its premises.

1.2 In order to create a safe environment, health and safety procedures will seek to:

- comply with legislative guidance and where requirements are discretionary, balancing compliance with the best interests of residents, users and staff.
- Minimise risks, identify hazards and take steps to prevent serious accidents, the spread of illness or fires breaking out.
- provide users, staff and volunteers with clear guidance of what to do if prevention measures fail and accidents, fires etc. do occur.

1.3 The Health and Safety Policy will be reviewed, and as necessary, revised as often as may be appropriate.

2.0 THE LEGAL FRAMEWORK

2.1 Richmond Mind will seek to fully comply with the legislative and statutory requirements relevant to health and safety the general principles are listed below

3.0 GENERAL PRINCIPLES OF LEGAL FRAMEWORK

3.1

1. Employers, employees, the self-employed and occupiers all have duties under health and safety legislation.
2. Environmental Health Officers (EHOs) are responsible for enforcing the statutory requirements in many workplaces.
3. EHOs also enforce the food safety and hygiene legislation.



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4. Enforcement inspectors have very extensive powers including that of prosecution, and can take immediate action in certain circumstances to suspend a business activity.
5. Employers and employees must co-operate to enable both to fulfil their statutory obligations.
6. Employers must do what is reasonably practicable to protect employees and any others who might be affected by the work activities.
7. Employers must have compulsory employers' liability insurance.
8. Occupiers have a duty of care to employees and visitors.
9. All premises must have fire provisions.
10. Equipment and facilities must be appropriate, adequate and properly maintained.
11. Certain types of equipment must be installed, tested and maintained by appropriately qualified persons.
12. Health and safety information must be given to employees.
13. A safety policy should cover certain important issues and must be in writing where there are five or more employees.
14. Certain health and safety notices must be displayed.
15. Some injuries and dangerous occurrences must be reported, on prescribed forms, to the enforcement authority within time-limits.
16. Manual handling safety considerations are not only applicable to heavy industry.

3.2 Safety Consciousness

Mind will endeavour to develop a working environment in which there is an awareness of the vital importance of health and safety. This will form part of the induction process for all staff and appropriate training will be provided.



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3.3 Risk Assessment

Risk Assessment forms a key component of health and safety management. A comprehensive set of risk assessments will be carried out on all hazards identified, with an ongoing programme of appraisal and review. There will be monthly health and safety checks at all office premises and day centres carried out to an agreed format and recorded with problem issues reported immediately to the Director. All working practices, equipment or the like which pose a potential health and safety risk will have a separate risk assessment undertaken.

All risk assessments will be reviewed at least annually or immediately following an accident or near miss, or prior to changes in working practice or new equipment. Specific risk assessments for individual employees should also be undertaken where specific risks arise such as with pregnant women or people with particular disabilities.

3.4 Accident Reporting

An accident record book will be kept at each place of work, ideally with the first aid box. All accidents and 'near misses' and dangerous occurrences should be recorded in this book. Any accident should also be reported to the line manager as soon as possible.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require that certain serious accidents in connection with a work activity must be reported to the environmental health department of the local authority. The following must be reported:

- A death or major injury
- An over three day injury (i.e. one that results in a person being off work for more than three days)
- A work related disease
- Any dangerous occurrence
- Any accident in which a member of the public is taken to hospital.

3.5 Accident Investigation

Richmond Mind will investigate any accident causing personal injury or property damage, ascertain the causes of the accident or near miss and take steps to reduce or eliminate the possibility of such an accident recurring.



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3.6 First Aid

Basic first aid equipment will be available at each office and each day or resource centre.

Key staff will be trained to administer first aid. Richmond Mind will encourage all employees to improve their knowledge of first aid and, where appropriate to become trained in the application of first aid. The legal minimum number of certificated first aiders will be available at each site.

3.7 Control of Infectious Diseases

The risks of spreading highly infectious diseases, for example Hepatitis B and Tuberculosis, can be significantly reduced if standards for general and personal hygiene are high and projects are clean.

Staff will receive information and training on how to prevent personal risk and reduce the spread of infectious diseases.

3.8 Storage of Medicines and Drugs

Richmond Mind will expect service users to be responsible for their own medicines. Under no circumstances will Richmond Mind store client's medications.

3.9 Fire Prevention

Richmond Mind will take steps to minimise the chance of fire and adopt methods of fire control / evacuation to ensure the safety of all persons in the event of a fire.

Richmond Mind will ensure all staff are instructed so that they understand the fire precautions for their building and the action to be taken in the event of a fire.

All schemes and all offices will have at minimum six monthly fire drills. Inspection of all fire fighting equipment will take place monthly.

3.10 Fire Investigation

Richmond Mind will investigate the circumstances of any fire on its premises and take steps to reduce or eliminate the possibility of a similar fire recurring.



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3.11 Food Preparation and Storage

In schemes where meals are provided health and safety procedures will cover standards for the preparation and storage of food and the standard of hygiene in kitchen areas.

Food handlers have a legal responsibility to ensure they do not endanger the safety of food. Richmond Mind will provide appropriate information, training and supervision to staff and volunteers handling food. All staff or volunteers working regularly in Richmond Mind's kitchens will be required to hold a basic food hygiene certificate.

3.12 Dangerous Substances

Richmond Mind will aim to reduce as far as possible the need to store or use dangerous substances. Where dangerous substances are used a Control of Substance Hazardous to Health (COSHH) assessment will be undertaken which is appropriate in the situation. Results of assessments will be passed on to all who come into contact with dangerous substances.

3.13 Buildings and Equipment

Richmond Mind will endeavour to ensure that all property for which it has responsibility will be maintained in a safe and clean condition and that any equipment used will be regularly serviced and safe working practices developed for its operation.

Richmond Mind will ensure that Portable Appliance Testing (PAT) Regulations are adhered to across its schemes.

All schemes will carry out monthly building health and safety checks which will be recorded and any risk issues noted and immediately reported to management.

3.14 Outside Contractors

Outside contractors employed to work in any of the Organisation's premises are required prior to commencing:



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- (a) To verify their acceptance in full of their responsibilities under the Health and Safety at Work Act, 1974.
- (b) To be advised, and agree to abide by all permanent safety rules and instructions issued by the Organisation in relation to their premises, including fire procedures and
- (c) To agree to follow any instructions given by persons whose responsibility it is to enforce the organisation's health and safety policy.

3.15 **Prevention of Violence**

Richmond Mind views violence towards staff, volunteers and visitors and service users very seriously and has developed a separate policy for dealing with violence.

3.16 **Lines of Communication**

Each employee's main line of communication on health and safety measures is through their line manager. Alternatively they may make suggestions to the Director or members of the Management Board.

3.17 **Insurance**

Richmond Mind will ensure it has appropriate insurance cover for all of its activities.

3.18 **Driving**

Any employees or volunteers of the organisation required to drive passengers in minibus vehicles will be required to pass the MIDAS driver training scheme.

Any employees driving their own vehicles for work purposes will be required to have the appropriate business use insurance.

4.0 **DUTIES OF ALL EMPLOYEES**

4.1 An integral part of Richmond Mind's efforts to promote health and safety in its operation is the need to recognise that all employees have a part to play.

4.2 Health and Safety is not just a matter for senior management or individual employees who have been specifically identified as having health and safety duties.



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- 4.3 Under the Health and Safety at Work Act 1974 all employees have a legal duty to:
- I. Take reasonable care for the health & safety of themselves and others.
 - II. Co-operate with their employer in any efforts to comply with the Act.
 - III. Not interfere with or misuse anything provided in the interests of health and safety and welfare.

All employees are also responsible for ensuring that they follow the health and safety policies and procedures of the organisation.

6.0 MONITORING AND REVIEW ARRANGEMENTS

- 6.1 The policy, procedures and guidelines issued by the organisation must be followed at all times, and the failure to do this which puts the health and safety of employees, residents / users or visitors at risk will result in disciplinary action against the member(s) of staff responsible.
- 6.3 Copies of risk assessments, will be held at each site or service and will be regularly monitored by managers . Scheme and service quarterly monitoring reports will also cover health and safety issues.