



# Health & Safety Policy

## Document history

Process	Date
Author: Alison Heron	7 August 2024
Trustee Approval	16 March 2025
Next review due	16 March 2026

**Policy statement:** Sew Positive will do whatever it can to provide for the health, safety and welfare of all, staff, volunteers and participants and to set a standard of good practice in the voluntary sector. Sew Positive will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it.

Sew Positive will work in a way that tries to ensure that risks to staff, volunteers and participants are minimised at all times.

This policy will be reviewed annually by the trustees.

### **Sew Positive responsibilities**

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall delegate the implementation and monitoring of health and safety policies and making changes where necessary to the CEO. The CEO will also take the responsibility for drawing to the attention of the Trustee Board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

All accidents or unsafe incidents will be investigated by the CEO as soon as possible.

The CEO is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than 7 days incapacity for work
- certain work-related diseases.

A First Aid kit is available for Sew Positive volunteers for use at events.

### **General fire safety**

The CEO is responsible for the maintenance of the fire fighting equipment and the arrangement of regular fire safety checks and fire drills. The CEO also undertakes a Fire Risk Assessment for buildings we are delivering services.

All staff must also read and understand the Fire Procedure. Fire notices are located on the back of all office, meeting room and toilet doors.

### **Responsibilities**

Sew Positive is responsible for

- Assessing the risk to the health and safety of Sew Positive employees and participants and identifying what measures are needed to comply with its health and safety obligations
- Providing and maintaining buildings, equipment, and systems of work that are safe and without risk to health
- Ensuring that equipment is safe and well maintained
- Providing information, instruction, training and supervision in safe working methods and procedures including lone working (see lone working and home working policies)

- Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving
- Encouraging Sew Positive workers to co-operate in ensuring employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation
- Establishing emergency procedures as required.

### **All Sew Positive employees and volunteers will ensure that**

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the CEO or their manager at once.
- They record accidents at work in the accident book in the kitchen.
- If the CEO is not present, they should report the incident to the most senior member of staff present, who will report it to the CEO as soon as possible.
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it to their manager.
- Meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

### **Stress management**

Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

HSE defines stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

If an employee is suffering from stress at work, they should discuss this with their line manager at the first opportunity. Where practicable and reasonable, Sew Positive will seek to provide assistance to the employee.

Sew Positive will do all it can to eradicate problems relating to stress at work.

### **Risk assessments**

The CEO will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology
- or any other reason which makes the original assessment not valid.

## **Training**

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed with staff.

The CEO will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- at inductions
- on transfer or promotion to new duties
- on the introduction of new technology
- when changes are made to systems of work
- when training needs are identified during risk assessments.

## **Resolving health and safety problems**

Any employee or volunteer with a health and safety concern must first tell their manager.

If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the CEO. This must be in writing.

If the employee/volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Trustees.

## HEALTH AND SAFETY POLICY CHECKLIST

The following is a list of things to be checked in Sew Positive's office annually.

Person making check:	Date:
Workstations (incl. Display Screens) are safe	
User takes regular breaks from long tasks/positions and VDU users are made aware of availability of FREE eye tests	
Lighting is adequate (e.g. no glare should be transmitted)	
Environment (noise levels, temperature, humidity, any anti-static device)	
Staff have been appropriately trained to carry out their tasks	
First Aid Box is in place and adequately stocked	
Accident Book and procedure is in place and staff are informed of these	
Exits and walk-ways are kept clear and accessible to wheelchair users	
Electrical and other equipment are safe to use and are not being misused	
Power sources are safe to use and are not misused	
No trailing wires and damaged floor coverings	
Warning notices, where necessary, are clearly displayed	
Heavy or dangerous items are not stored above shoulder height	
Heavier items are stored in lower drawers of filing cabinets	
Step ladders are provided and used where necessary	
Hazardous materials (eg. cleaning fluids) are stored properly and are clearly marked	
Staff/volunteers are not expected to lift heavy items above their individual capability	
Office procedures relating to hygiene and cleanliness are complied with	
Radiators are kept clear	