



Supporting bereaved children

HEALTH AND SAFETY POLICY

This Policy has been adopted by Mosaic–Supporting Bereaved Children (Mosaic) through the Board of Trustees who remain responsible for its review.

Reviewing Trustee: Neil Cradock

Agreed by Board of Trustees on: 02/08/2023.

Agreed Review Frequency: Annually

Next Review by 2025

Signed:

Name:

CHAIR / VICE CHAIR TRUSTEES

Signed:

Name:

HEAD OF OPERATIONS (HO)

Electronic copy: Confirm signed hard copy submitted for file – Yes / No

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities.
- to consult with our employees, sessional workers and volunteers on matters affecting their day-to-day health and safety.
- to provide and maintain safe equipment.
- to ensure safe handling, storage and use of substances.
- to provide information, instruction and supervision for employees, sessional workers and volunteers.
- to ensure all employees, sessional workers and volunteers are competent to do their tasks, and to give them adequate training.
- to prevent accidents and cases of work-related ill health.
- to implement emergency procedures – evacuation in case of fire or another significant incident.
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

2.0 Responsibilities

Overall and final responsibility for health and safety is that of the board of Trustees of Mosaic – Supporting Bereaved Children (Mosaic).

Day-to-day responsibility for ensuring that this policy is implemented is delegated to the Head of Operations (HO).

To ensure that health and safety standards are maintained, the following people have responsibility in the following areas:

2.1 Managers and other staff with supervisory responsibility

- Induction of new staff, sessional workers and volunteers in respect of office fire procedures and security procedures. Ensuring that all team members (paid staff, sessional workers and volunteers) are provided with adequate information, instruction and training in all matters relating to their health & safety at work and for adequate supervision to ensure they adhere to health & safety policies and rules.
- Ensuring that their team members are advised of the risks involved in working away from the office and that they are adequately trained to carry out such work.
- Ensuring that all staff, sessional workers and volunteers in their own team are able to do risk assessments of their own working environments.
- Ensuring that team members are provided with all equipment that they need to work safely.
- Ensuring that all accidents in their area of responsibility are reported and investigated as appropriate.

2.2 Head of Operations

Provision of advice on changes to legislation or events that necessitate a review of existing policy and practice. The Training & Development Co-ordinator will also be responsible for carrying out risk assessments in the absence of the HO.

2.3 All employees, sessional workers and volunteers must

- Co-operate with supervisors and managers on health & safety matters; (section 7 Health and Safety Act at work 1974)
- Not interfere with anything provided to safeguard their health & safety; (section 8 Health and Safety Act at work 1974)
- Take reasonable care of their own health & safety and that of others who may be affected by their acts and omissions; (section 7 Health and Safety Act at work 1974)
- Report all health & safety concerns to their immediate line manager or another manager.
- Any employee who knowingly contravenes the safety policy or disobeys or causes others to disobey safety instructions issued, will be liable to disciplinary action, which in serious cases, may result in dismissal.

3.0 Arrangements

3.1 Risk assessments

Risk assessments (other than Individual Risk Assessments) will be carried out by the HO or the Training & Development Co-ordinator.

The findings of risk assessments will be reported to the HO. The managers as above will be responsible for arranging that appropriate action is taken where required.

Assessments will be reviewed every two years or when the work activity changes, whichever is soonest.

The risk assessments will be held on file in the Mosaic office in order that they are accessible.

3.1a Off-site Risk Assessments

When Mosaic organises meetings away from the office at Barnes Croft, a risk assessment will be carried out and information will be sought from the venue as to first aid and emergency fire arrangements. During the event, all efforts will be made by Mosaic staff, sessional workers or volunteers attending to minimise any risk to Mosaic staff, sessional workers or volunteers and those attending, e.g., tripping hazards will be minimised by taping down leads, any spillages will be quickly dealt with.

3.2 Consultation with employees, sessional workers and volunteers

All employees, sessional workers and volunteers will be involved directly in discussions involving their health & safety. This will take place at routine staff meetings and at other times as required. Employees, sessional workers and volunteers are encouraged to raise any issue relating to health & safety at staff meetings or immediately if the situation demands this.

3.3 Safe equipment

The HO will be responsible for identifying all equipment needing maintenance; ensuring effective maintenance procedures are drawn up; and ensuring that all identified maintenance is implemented: -

Any problems found with equipment should be reported to the HO.

The HO will check that new equipment meets health & safety standards before it is purchased. Work equipment must be purchased from a reputable supplier and managed under PUWER (Provision and Use of Work Equipment Regulations 1998).

In the case of portable electrical equipment this will include arranging and recording an annual Portable Appliance Test or other inspection as appropriate for each item.

3.4 Safe handling and use of substances

The HO will be responsible for:

- identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment.
- undertaking COSHH assessments
- ensuring that all actions identified in the assessments are implemented.
- ensuring that all relevant employees, sessional workers and volunteers are informed about the COSHH assessments.
- checking that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3.5 Information, instruction and supervision

- The Health & Safety Law poster will be displayed at the office.
- Health & safety advice is available from the HO.
- Supervision of young workers and trainees will be arranged, undertaken or monitored by the relevant line manager.
- Line managers are responsible for ensuring that our employees, sessional workers and volunteers at locations under the control of other employers are given relevant health & safety information.

3.6 Competency for tasks and training

- Induction training into general office routines and health & safety will be provided for all employees, sessional workers and volunteers by the relevant line manager.
- Job specific training will be provided by the relevant line manager.
- Specific jobs requiring special training are:
 - Lone working
 - Working away from the Mosaic office
- Training will be identified by line managers and arranged by them where appropriate. Training will be monitored by line managers.

3.6a Manual Handling

Employees and volunteers who complete manual handling will have suitable and sufficient training. For further info please refer to the Manual Handling ACOP (Manual Handling Operations Regulations 1992) (<https://www.hse.gov.uk/pubns/indg143.pdf>)

3.7 Accidents, first aid, work-related ill health

The first aid box is kept by the bathroom in the office. First aid items are checked on quarterly basis and restocked, as necessary.

There 6 members of staff that are fully first aid trained. First aid contacts are displayed in the office. Therefore, there is always a first aider on site.

All accidents and cases of work-related ill health are to be recorded on an accident/near miss report form.

All staff are responsible for reporting accidents, dangerous occurrences (including near misses) and infectious diseases to the HO. As well as taking appropriate immediate action, the HO is further responsible for reporting relevant occurrences to the appropriate authority (e.g. RIDDOR / PHE).

3.8 Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will carry out a regular routine inspection of premises.
- Include health & safety as a standing item on the agenda of all team meetings.
- Annual checks of Health & Safety policies and procedures by the HO, which is reported to the Trustees.

The HO will investigate accidents as and when they arise. Where it is felt that there is insufficient expertise within the staff team, the Trustees will be consulted with a view to obtaining external professional advice.

Line managers are responsible for investigating work-related causes of sickness absence.

The HO and line managers are responsible for acting on investigation findings to prevent a re-occurrence.

3.9 Emergency procedures – Fire and evacuation

The HO will be responsible for:

- ensuring that fire risk assessments are undertaken and implemented.
- Escape routes are kept clear of obstructions; the assembly point is the car park.
- Testing fire alarms or ensuring that they are tested by landlords annually.
- reviewing the emergency evacuation procedures.
- monitoring that the landlord maintains fire extinguishers adequately, checked annually.
- Ensure arrangements are in place for evacuating disabled people.

4.0 Events

All applicable Health and Safety procedures apply to events attended or operated by Mosaic.

Risk assessments are completed for any events in accordance with off-site Risk Assessments
See 3.1a

END OF POLICY

Amendments

July 2023: Manual Handling & Events added to Policy.