

Health and Safety Policy

1. About this policy

- 1.1 Doncaster Healthwatch CIC (DHW CIC) values its reputation as an open, fair and independent organisation operating as a social enterprise with a high standard of integrity and commitment to its aims and objectives. This reputation is dependent on the conduct of its Directors, Board members, Employee and volunteers (herein after collectively called Representatives) as they carry out their agreed duties and responsibilities.
- 1.2 This policy sets out our arrangements for ensuring we meet our health and safety obligations to Employee and anyone visiting our premises or affected by our work.
- 1.3 The Board of Directors has overall responsibility for health and safety and the operation of this policy.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Scope

- 2.1 This policy applies to all Representatives of Doncaster Healthwatch CIC.

3. General Principles

- 3.1 Representatives accept responsibility for all aspects of accident prevention but in doing so can only exercise this responsibility with the active co-operation of all Representatives.
- 3.2 The promotion of Health and Safety at work must be regarded as a mutual objective for all Representatives at all levels and effective joint consultation on accident prevention will be maintained.
- 3.3 It is the responsibility of each individual DHW CIC representative to ensure that this policy is carried out and to report to DHW CIC directors on any action taken which specifically relates to health and safety.

4. Procedures

4.1 All Representatives will, at all times:

- i. Follow and maintain health and safety conditions within the framework.
- ii. Undertake such health and safety training as may be necessary.
- iii. Use all necessary safety devices and protective equipment and endorse the use of such equipment where provided.
- iv. DHW CIC will maintain a constant interest in the general aspect of safety by:
 - v. stimulating joint consultation amongst all parties; and
 - vi. making arrangements for promoting and co-ordinating health and safety procedures and training.

4.2 All Representatives have a responsibility at all times to:

- vii. Work safely and efficiently and with due regard for the health and safety and welfare of others, including members of the public.
- viii. Report accidents and incidents that may lead to injuries to the Chief Operating Officer, which will advise the Chair of the Board of Directors appropriately.
- ix. Report all unsafe conditions that arise to the relevant person (usually the most senior DHW CIC representative present) at point of occurrence.
- x. Adhere to rules and regulations made both in relation to and with regard to particular work or procedures.
- xi. Co-operate when accidents require investigation.
- xii. Comply with statutory obligations and requirements of the Codes of Practice.

5. Associated Procedures

5.1 This policy includes a workstation self-assessment (appendix 1) which should be undertaken for each member of Employee on:

- xiii. Initial appointment to the role
- xiv. At least once every two years as part of a regular review
- xv. Changes in personal circumstances which may require a review of the person's work station.

6. Review

- 6.1 This policy will be reviewed after 12 months from implementation or in the light of changes in legislation
- 6.2 The policy should also be read in conjunction with the Health and Safety Risk Assessment Procedure, Lone Worker Policy and Fire Policy.

