


# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b> BATTLE SCARS		
Jenny Groves - CEO <b>has overall and final responsibility for health and safety</b>		
Jenny Groves (CEO), group facilitators and senior BS representatives <b>have day-to-day responsibility for ensuring this policy is put into practice</b>		
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Jenny Groves - CEO	Relevant risk assessments completed on a venue-by-venue basis and depending on specific volunteer, employee & service user (when possible) needs (including their general mental health condition)
Provide clear instructions and information, and adequate training, to ensure employees & volunteers are competent to do their work	Jenny Groves - CEO	Provide employees and volunteers with job specific training. Employee job descriptions explain what is expected of the employee. Volunteer role descriptions explain what is expected of the volunteer. Full supervision and support is provided.
Engage and consult with employees & volunteers on day-to-day health and safety conditions	Jenny Groves - CEO	Employees & volunteers routinely consulted on health and safety matters as they arise but also consulted at every supervision or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Group facilitators or senior BS representatives	Implement venues' emergency procedures as specified in building inductions. Evacuation procedures are explained to all new service users and at the start of every training session.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Jenny Groves - CEO	Disabled toilets and hand washing facilities available. Drinking water provided. Battle Scars equipment in good working order (e.g. laminator). Responsibility for equipment used (e.g. kettle) at venues lies with the owners / managers of that venue.
Signed:	Jenny Groves 	Date approved by trustees: 06/02/2018  Review date: 31/01/2022 – every 2 years or earlier if required

Health and safety law poster is displayed at (location)	Displayed at venues
First-aid box is located:	In venue receptions or information desks. If a first aider is not available it's the injured person's responsibility to care for their injuries unless too severe in which case medical assistance must be sought (pharmacy, Minor Injuries, ambulance, A&E)
Accident book is located:	Battle scars group facilitator, volunteers and employees do not have access to the venues' accident books. All information must be noted and passed on to the CEO or one of the trustees who will notify the venue manager. A Battle Scars accident / near miss log will be filled in by the volunteer / employee in charge during events outside of usual venues.
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">http://www.hse.gov.uk/riddor</a>	

<b>Additional health &amp; safety concerns</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Slips, trips and falls	Group facilitators / trainer	Currently all the venues used for support groups and the open-to-all workshop are run by Leeds City Council. It is ultimately the local authority's responsibility to prevent the buildup of ice around the venue. Battle Scars carry no responsibility for slips, trips and falls outside of the venues. Cleaning equipment, such as mops, and wet floor signs are easily available for use. All spillages happening out of office hours at the venues will be cleaned up by the Battle Scars representatives as soon as possible and all precautions will be taken to avoid slips, such as verbal warnings to service users and placing of signs.
Manual handling	Group facilitators / trainer	Lifting of heavy objects by the Battle Scars representatives and service users is discouraged. All tables at venues are either lightweight or on castors. Moving heavier objects, such as armchairs, must be done with care, preferably by those who have had manual handling training.
Working conditions	Jenny Groves - CEO	A working environment needs to be checked and approved for all work taking place at Battle Scars HQ or at support group / training venues (excluding in-house training delivered at the booking organisation's venue of choice) but not for volunteers / staff working from home or similar locations of their choice. Opening windows / doors, fans, air conditioning or appropriate heating must be available.
Keys & locks	Group facilitators	Keys to venues used out of office hours are currently kept at Battle Scars HQ. Locking, unlocking, disabling and enabling of alarm systems instructions including backup instructions in cases of problems are provided by the venue managers during building inductions. Both facilitators or the facilitator and a volunteer (or trusted person) must be present during locking and unlocking of buildings.
Drug & alcohol	Jenny Groves – CEO Group facilitators	<i>See drug &amp; alcohol policy</i>

<b>Additional health &amp; safety concerns</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Contact		Volunteers and staff are expected to have a charged mobile phone with them when doing Battle Scars work outside of Battle Scars HQ. Telephone numbers must be exchanged with the designated Battle Scars staff member, CEO or volunteer leader.
Food	Lead person of event	All precautions will be taken regarding food hygiene according to facilities available. If the food is bought ready-made, the packaging will be available to attendees to check for food allergies. They are advised to not eat food if unsure. If small children are present special attention will be given to position food that could present a choking hazard out of reach.