



## **GRASSROOTS Health and Safety Policy**

### **1. Introduction**

- (A) The health and safety of trustees, employees, volunteers and visitors is of great importance to GRASSROOTS and we are committed to embedding safe practices into the culture of the organisation.
- (B) Our Health and Safety Policy sets out how it manages safety to ensure that we have effective managerial control of the significant risks and commits to doing so on a continuous basis. GRASSROOTS also expects trustees, employees and volunteers to actively pursue increasingly higher standards of health and safety management.
- (C) We recognise the importance of our trustees, employees and volunteers appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and procedures are observed.

### **2. Health and Safety Policy Statement**

- (A) GRASSROOTS is committed to providing a safe working environment for all its trustees, employees and volunteers and for others who work in or visit us. It will do so within the framework of the duties laid upon it as an employer by the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1992).
- (B) These responsibilities will be exercised on the Board of Trustees' behalf by the Director who is expected to do all that is reasonably practicable to meet the health and safety standards laid down in this policy. The responsibility extends to both the GRASSROOTS office and all off-site GRASSROOTS activities. The aims of this policy are:
  - 1. To set health and safety standards that meet not only the requirements of current legislation but also reflect GRASSROOTS' desire to continually improve;
  - 2. To encourage the full participation of all GRASSROOTS trustees, employees and volunteers in matters concerning health and safety;
  - 3. The identification and elimination or effective control of situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
  - 4. The prevention of accidents, injuries and ill-health to all users of GRASSROOTS and neighbouring premises.
- (C) This policy and its implementation will be subject to review at least annually to ensure it remains relevant at all times.

### **3. Managing Health and Safety**

- (A) The GRASSROOTS Director is responsible for ensuring, as far as is reasonably practicable, that the health and safety standards laid down in this policy are met. In order to discharge this responsibility the Director may at times delegate duties and authority to other colleagues.
- (B) The Director has a duty to ensure that systems are in place to identify all relevant hazards and legislation applicable to the work in the areas for which they are responsible and that all risks to trustees, employees, volunteers, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded. Any preventative and protective measures necessary to comply with the relevant statutory provisions must be identified and implemented; ensuring priority is given to addressing the greatest risks.
- (C) The Director or other designated individual will maintain risk assessments indicating the health and safety responsibilities of all employees, including the arrangements to be made for safety training. The policies and risk assessments must be reviewed annually or more frequently if required, and a copy must be lodged in both electronic and paper format with the Director following each such revision. All employees are responsible for the safety of volunteers, visitors and participants under their supervision and/or at their events/projects.
- (D) The Director is responsible for ensuring the following are kept up to date and that employees are trained to adhere to the following (not exhaustive list):
1. Risk Assessments specific to each area;
  2. Thorough induction of all trustees, employees and volunteers in relevant health and safety policies, procedures and actions;
  3. The fire and emergency evacuation procedures relevant to each area;
  4. The provision of trained first aiders and availability of up to date first aid equipment and resources;
  5. Reporting and investigating accidents, incidents and significant near misses, taking appropriate action to prevent such incidents from occurring again in future;
  6. Food hygiene monitoring records;
  7. Work station assessments;
  8. COSHH (Control of Substances Hazardous to Health) guidance and data sheets;
  9. The use of relevant Personal Protective Equipment (PPE).

#### **4. The Responsibility and Role of Employees and Volunteers**

- (A) The success of the GRASSROOTS Health and Safety Policy depends on all employees and volunteers accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions. Therefore, all employees and volunteers are required to co-operate with the Director in carrying out the duties necessary to comply with the law and with GRASSROOTS' policies.

Failure to follow the requirements of this policy can lead to disciplinary action in accordance with the agreed procedures for both employees and volunteers.

## 5. Consultation on Health and Safety Matters

- (A) Whilst the nature of the work GRASSROOTS undertakes poses no significant Health and Safety risks, the appointment of safety representatives by recognised trade unions is welcomed should this ever be deemed necessary, should significant risks be posed. If this occurs they will be given full co-operation and facilities in accordance with the Regulations issued under the Health and Safety at Work Act.
- (B) Any trustee, employee or volunteer who has a health and safety concern should raise this matter with the Director as early as practicable in order that it can be resolved.

## 6. Monitoring and Auditing

- (A) The GRASSROOTS Director or other designated individual will monitor how well the aims set by Health and Safety Policy are being met and will report annually to the Board of Trustees. Monitoring will be undertaken through a half yearly review of accidents, incidents and near misses to analyse trend data. GRASSROOTS will review its Health and Safety Policy on an annual basis.
- (B) The aim of the annual report will be:
  1. To monitor compliance with the health and safety policies in place at the time;
  2. To monitor the reporting of accidents, incidents, and cases of ill health and action taken as a result of such internal analysis, making recommendations for further improvements;
  3. To identify hazardous situations and propose methods for risk control especially in areas where standards are absent or inadequate;
  4. To monitor the overall effectiveness of the GRASSROOTS' policies and procedures, making recommendations for further improvement, in line with national guidelines.

## 7. Accidents, Incidents and Near Misses

- (A) GRASSROOTS will keep a record book to list any and all accidents, near misses or incidents that occur either in the office or at external events and activities.
- (B) The definitions for the above terms are as follows (and expressed in more detail in Appendix A):
  1. **Accident** –  
An unintended incident that results in physical injury or ill health;
  2. **Incident** –  
An unplanned recordable event, including threatening behaviour and/or physical violence that may or may not result in injury or ill health, not being categorised as either an Accident or a Near Miss;

### 3. Near Miss –

An event not causing harm, but has the potential to cause injury or ill health.

## 8. Reporting and Investigating Accidents

- (A) All accidents, whether they be to trustees, employees, volunteers, visitors or service users at the GRASSROOTS premises or external event or activity, must be reported as soon as practicable to the Director. An accident report book shall be kept in the GRASSROOTS office and must be completed by the most relevant person (e.g. the first aider involved or person present).
- (B) The Director is responsible for ensuring that an investigation is undertaken of all accidents and near misses and appropriate actions taken to prevent the accident/near miss/incident from occurring again in future, if practicable. All accident/incident/near misses investigations must be recorded in an accident report book.
- (C) Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR), the Director must be informed of any accident or injury which is expected to prevent an employee from doing his/her normal work for more than 3 working days. Incapacity for more than seven days must be reported to the Health and Safety Executive (HSE).
- (D) Accidents to members of the public or others who are not at work must be reported under RIDDOR if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no requirement to report incidents under RIDDOR where people are taken to hospital purely as a precaution when no injury is apparent.
- (E) All accidents, incidents and near misses must be reported to the Director and a review undertaken to identify whether the incident could be prevented through the introduction of control measures.

## 9. Action in Emergency

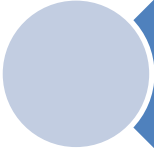
- (A) In the event of an emergency, callers should dial 999 to request an ambulance.
- (B) Where possible, GRASSROOTS events and activities shall have a qualified first aider present, and a list of qualified first aiders and their contact details shall be displayed in common areas in the GRASSROOTS premises.
- (C) A first aid kit shall be taken to all GRASSROOTS events and activities and shall also be kept in the GRASSROOTS premises. This shall be routinely checked by the Director or other designated individual to ensure it is kept fully stocked with appropriate first aid equipment.

## 10. Risk Assessments

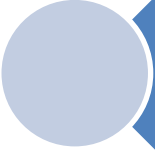
- (A) GRASSROOTS will ensure that a risk assessment is carried out for day to day activities within its facility and for external events or activities.

- (B) The risk assessment will be reviewed and updated annually or at any time there is a major change in working practices, venue or activity.


## Appendix A - Definitions of Accident, Incident and Near Miss



**Accident:** an unintended incident that results in injury or ill health. Examples include: Work related injuries, slips, trips and falls, injuries whilst using/handling equipment, exposure to harmful substances, violence at work.



**Incident:** an unplanned recordable event, including threatening behaviour and/or physical violence that may or may not result in injury or ill health, not being categorised as either an Accident or a Near miss. Examples include: Non work related injuries/ ill health, threatening/ violent behaviour between members of the public, drunk and disorderly customers.



**Near Miss:** an event not causing harm, but has the potential to cause injury or ill health. Examples include: equipment failure near to staff, falling objects, vehicle and pedestrian conflicts.