

MindOut LGB&T Mental Health Project

Health & Safety Policy

1. Introduction

1.1 MindOut aims to ensure that employees, clients and volunteers work or use MindOut services at all times in a safe and healthy environment.

1.2 Many aspects of health and safety at work and in the provision of services to members of the public are covered by Acts of Parliament, European Community legislation and Local Authority regulations. MindOut is required to comply with these and will ensure that information on them is available to employees, and service users on request. These include:

- Health and Safety Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

This is not an exhaustive list, details of relevant legislation is available in the main office.

1.3 Employees, clients and volunteers are all required to comply with the provisions of this policy. The policy applies also to members of the public and visitors to MindOut premises.

2. Implementing the Policy

2.1 Legal responsibility for health and safety within MindOut lies with the Trustee Board. Overall responsibility for ensuring the Health and Safety Policy is implemented and updated is delegated to the Director.

2.2 Risk Assessments will be carried out for all MindOut services and reviewed on an annual basis. Newly identified risks will be included throughout the year.

2.3 Health and safety requirements will be considered in any action undertaken by MindOut, including the planning and development of new or existing services, the introduction of new activities and the reorganization or relocation of any aspect of MindOut's work. Those requirements and any risk involved will be communicated to all those taking responsibility in a particular situation.

2.4 A copy of the policy will be given to each employee and volunteer when they begin working for MindOut.

3. Monitoring the Policy

3.1 Risk Assessments will be reviewed annually and report made to the Trustee Board.

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3.2 Monitoring and inspection will also be carried by outside agencies, for example Environmental Health, and by contractors, for example fire security and electrical firms.

3.3 Employees, volunteers and service users can assist by reporting health and safety issues and potential risks to health and safety representatives..

3.4 All health and safety incidents and all accidents will be reported to the Director and recorded in the *Accident and Incidents Record Book*.

4. Health and Safety of Employees, Volunteers and Service Users

4.1 Personal Safety

MindOut recognises the safety of people using its services as a priority. It will do everything in its power to protect people from assault or harm. Employees and volunteers will abide by the *Lone Working and Personal Safety Policy* which is an essential part of induction.

4.2 Stress

The nature of MindOut's work can be stressful. MindOut will do all it can to reduce work-related stress and to offer support to employees who are affected by stress. MindOut provides an independent, confidential employee assistance scheme for all employees and volunteers.

4.3 Physical working environment

The work environment can cause risk to the physical health of employees. MindOut will do all it can to keep the workplace in a safe and clean condition by maintenance and repair and regulations on heating, lighting, ventilation, cleanliness etc. will be observed.

4.4 Particular risks to physical health

Risks may be posed by the use of computers or the lifting of heavy or awkward loads. MindOut will do all it can to ensure that employees and volunteers are trained in the correct use of equipment and that necessary adjustments are made to the work environment. Guidelines on the use of working with VDUs will be made available to employees and volunteers.

4.5 Smoking

Smoking is not permitted in MindOut offices and services.

4.6 First Aid

Qualified First Aiders are available within the office building. A qualified First Aider will be available at each service delivery site.

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4.7 Vaccination

Employees are encouraged to consider receiving necessary vaccinations, particularly hepatitis B.

4.8 Noise

MindOut will do its best to ensure that no aspect of its work causes noise, nuisance, or damage to other people.

5. Fire Safety

5.1 MindOut has a legal duty to ensure that adequate precautions are taken in its premises against fire. This includes escape routes which are kept free from obstruction, participating in fire drills, appropriate and fire resistant furniture and fittings, fire notices.

5.2 In the event of a fire the employee with lead responsibility will ensure safe evacuation to the assembly point and liaise with Fire Officers.

6. Hazardous Substances

MindOut will ensure that hazardous substances kept on its premises will be safely stored and handled in accordance with COSHH regulations.

7. Equipment

7.1 Equipment, including electrical equipment and electrical and gas supplies, will be appropriately tested and maintained and employees and volunteers will be instructed and trained in its use.

7.2 PATS (Portable Appliance Testing) will be carried out on all electrical equipment in accordance with the Provision and Use of Work Equipment Regulations 1998.

8. Accidents and Infectious Diseases

8.1 All accidents will be recorded in an *Accident and Incident Book*. When these are serious or may lead to recommendations for action they will be investigated by the Director and reported to the Trustee Board.

8.2 Accidents involving actual or potentially serious risk of harm to individuals and infectious diseases will be reported as required to the relevant statutory authority.

9. Information, Training and Supervision

9.1 Health and safety at work will be a mandatory part of the induction of new employees and volunteers.

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9.2 The Director is responsible for circulating information on health and safety matters to employees and volunteers. Employees and volunteers are expected to read what is circulated.

9.3 The Director will ensure that employees and volunteers are supervised in their work to the extent necessary for their safety. Any worker or volunteer carrying out unfamiliar tasks or working in unfamiliar locations may require particularly careful supervision.