

**Friends of In Touch Policy**  
Registered Charity: 1153013



**Policy No : FOIT 08**

**TITLE : Health and Safety Policy**

**ISSUE No : 5**

**ISSUE DATE : July 2019**

**PREPARED BY : Policy Committee**

**Policy Statement**

*Friends of In Touch* is committed to ensure that health, safety and welfare of its volunteers/staff /users and other persons who may be affected by our activities, and to maintaining appropriate standards to achieve this.

*Friends of In Touch* will observe the Health and Safety at Work Act 1974 and all other relevant regulations and codes of practice.

*Friends of In Touch* is responsible for:

- Assessing the risk to the health and safety of staff/volunteers, and others who may be affected, and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work and means of access to that place of work.
- Promoting the co-operation of staff and volunteers to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of staff.

**APPROVED BY :**

**POSITION :**

**Chair**

**Review date July 2020**

**DATE : July 2019**

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### **1. Health and Safety Policy**

- 1.1 The Trustees will ensure that adequate resources are made available to achieve the aims set out in this policy.
- 1.2 This policy needs the full co-operation of all staff/volunteers who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In particular they must:
  - Comply with any safety instructions and directions issued by the Project Coordinator/group leader and Trustees.
  - Take reasonable care for their health and safety and the health and safety of other persons (e.g. other staff, volunteers, contractors, clients, workmen, etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
  - Ensure risk assessments are prepared, saved in the appropriate folder on Dropbox, and followed where appropriate.
  - Cooperate with *Friends of In Touch* Trustees to ensure that the aims of this policy are achieved and all of the relevant statutory provisions are complied with.
  - Report and Cooperate in the investigation of all accidents or incidents that have led to or may lead to injury.
  - Use equipment in accordance with the training they have received, and not intentionally damage or recklessly interfere with anything provided for the health and safety of themselves or others.
  - Report any potential risk or hazard or malfunction of equipment to the Project Coordinator.
  - Report to the Project Coordinator any situation where they consider the controls in place fail to reduce risks to an acceptable level.
  - Any failure by any staff member/volunteer to comply with any aspect of *Friends of In Touch's* health and safety procedures, rules or duties specifically assigned to them with regard to health and safety will be regarded by *Friends of In Touch* as misconduct which will be dealt with under the terms of *Friends of In Touch's* disciplinary procedure.
- 1.3 Although the final level of responsibility for ensuring health and safety at work lies with the Chair of the Trustees, each and every individual member of staff/volunteer has specific responsibilities to ensure that the *Friends of In Touch's* health and safety policy is maintained at all times.
- 1.4 If any staff member/volunteer suffers an accident at their work premises they (or someone on their behalf) must report that fact to the Project Coordinator/ group leader as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in *Friends of In Touch's* Accident Book which is kept on the premises.
- 1.5 If any staff member/volunteer experiences an incident that could have led to injury but fortunately did not (known as a near miss) they must report that fact to the Project Coordinator/ group leader as soon as is practicable after the event. All near misses should be reported however trivial. The incident will be recorded in *Friends of In Touch's* Accident Book which is kept on the premises.

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### **2. Health and Safety Procedure**

- 2.1 For every session, staff and volunteers will be provided with:
- Relevant information in relation to the young people prior to opening to ensure that all users/volunteers are safe.
  - Attendance register where staff and volunteers must note the attendance of all group members. After every session, a copy of this register will be stored in the relevant folder on Dropbox.
  - A debriefing session at the end of the session to discuss any issues that may have arisen during the session.
  - The *Friends of In Touch* policies will be available at every session (including emergency numbers, relevant paperwork, e.g. Child Protection Checklist and Report Forms. Ensure it is noted in community book in office.
  - A telephone will be available and located in the office, in case of emergency.
- 2.2 All staff and volunteers have collective responsibility to ensure that the resources and equipment provided are safe, sound and suitable for the group members. On finding items that are damaged, the safest option is to put them in the bin. Any other faults or points of risk / H&S concern must be reported to the Project Coordinator/group leader.

It is important that all toys used during *Friends of In Touch* sessions are cleaned and disinfected regularly. This should be done once a year as a minimum, prior to the commencement of that year's sessions.

- 2.3 Any concerns regarding Health & Safety that are the responsibility of the venue must be reported to the venue's management committee.

### **3. Fire and Emergency Procedure**

- 3.1 Within each of the rooms that are used, there will be signed fire exit routes. The Project Coordinator/group leader will draw this to the attention of new users and explain the procedures in the unlikely event of a fire.
- 3.2 Staff/volunteers must familiarise themselves with the *Friends of In Touch's* emergency procedures, and the location of fire points and extinguishers, to minimise the dangers caused by fire.
- 3.3 Staff/volunteers should ensure they are aware of the nearest fire exit, and its alternative, for emergency use.
- 3.4 If the alarm sounds, whoever is working in the main hall will escort the group members to the fire exit and assemble outside in the car park. The Project Coordinator/group leader will provide the register for the day to check all present.
- 3.5 Once all parties are outside, the Project Coordinator/group leader will check the register.
- 3.6 If investigations prove the alarm to be false, the session will resume, the staff and volunteers will escort the group members back inside the building.

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- 3.7 Fire drills will be held once a year as a minimum to ensure the *Friends of In Touch's* fire procedures are effective and to ensure staff/volunteers and *Friends of In Touch* Trustees/committee members are familiar with them. These drills are important and must be taken seriously.
- 3.8 People with mobility issues will be given special care and attention to assist them in evacuating the building.

### **Remember:**

On discovering a fire:

- Operate the nearest fire alarm.
- Report the location of the fire once out of the building
- Do not attempt to tackle the fire, unless you have been trained or you feel competent to do so.

On hearing the fire alarm:

- Do not delay – commence the evacuation process immediately.
- Do not stop to collect personal possessions, except register.
- Walk quickly – do not run.
- Remain calm and proceed in an orderly manner.
- Do not re-enter the building until the premises are declared safe to re-enter.

## **4. Food Hygiene Procedure**

- 4.1 Anyone who serves food to the public has a duty to adhere to good hygiene practice. Some basic guidelines are as follows:
- Wash and dry hands thoroughly
  - All food must be stored in sealed containers when not in use. But don't use anything past its sell by date or use by date, whichever occurs soonest.
  - Take notice of any food storage/food consumption guidance listed on the original packaging and adhere to this guidance as far as is reasonably practicable.
  - If a dishwasher is not available, wash up using very hot water, washing up liquid and a clean tea towel.
  - Have a separate sink, soap and towel for hand washing.
  - Children must not use the kitchen unless supervised by a member of staff or adult volunteer.
  - Different cloths should be used for cleaning the kitchen and the toilets and for cleaning work surfaces and floors. Bleach diluted 10 parts water to 1 part bleach is satisfactory for cleaning surfaces, as are household cleaning agents and hot water.

## **5. Guidelines For Good Health and Hygiene Practice**

- 5.1 The risk of serious infections being passed at a *Friends of In Touch* group is slight. However, it is good practice to always observe simple and reasonable precautions against transmission of any kind of infection. The virus of Hepatitis B can live for up to one month on surfaces outside of the body, so be vigilant and ensure that all surfaces are kept clean.

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- 5.2 It is best to treat every situation the same, regardless of whether there is an infection or not. That way, , it doesn't single out any group member as everyone is treated the same. Some group members may be unaware that they are infected and so good health and hygiene practice will make sure that further risk of infection is limited.
- 5.3 If a group member does cut themselves whilst at *Friends of In Touch* activities the Nominated First Aider is responsible for attending to the wound. Nominated First Aiders are identified on the *Friends of In Touch* notice board, which is displayed within the main hall at Y-Zone.
- 5.4 Guidelines for good health and hygiene practice:
- For blood spillages, see Section 6 'Dealing with Spills of Blood'.
  - Any cuts, grazes or other skin lesions (e.g. eczema, dermatitis) should be covered (especially if close physical contact is likely), as you are at a high risk of picking up infection from contaminated blood which could seep through an ordinary dressing.
  - When dealing with any open wound or blood spillage, disposable gloves should always be worn.
- 6. Dealing With Spills of Blood**
- 6.1 If not cleared up blood can present a small risk of infection to others. The key principles for safe removal are:
- Protect Yourself***
- Cover any fresh cuts or abrasions with a waterproof plaster.
  - Don't handle spill or body fluids if you have eczema or dermatitis on your hands until you have sought advice.
  - Wear household rubber gloves and a disposable apron.
- Don't Spread the Spill***
- Work carefully and methodically
  - Avoid splashing, especially into the eyes.
- Make the Spill Safe***
- If you have any disinfectant granules (PreSept or similar) pour them over the spill and leave for 5 minutes.
  - If disinfectant granules aren't available, bleach (diluted 1 in 10) may be used to clean the spill.
  - Care must be taken when using chemical as they can burn.
- Mop Up and Dispose Safely***
- Use paper towels to soak up as much as the spill as possible.
  - Dispose of the towels appropriately
  - Wash the area with detergent and water, rinse and allow drying.
- 6.2 When finished cleaning any spillage of blood:
- Dispose of the plastic apron.
  - Wash gloved hands in hot soapy water

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- Leave the gloves to dry.
- Hands should be washed in hot soapy water and dried thoroughly.

### **7. Review**

- 7.1 This Health and Safety Policy is freely accessible to all. It will be reviewed on a yearly basis and adapted as necessary.

### **Related Documents**

- F003 Health and Safety Checklist group Session  
F004 Health and Safety Checklist  
F005 Health and Safety Checklist Fault Report Form