

Health and Safety Policy

Signed

Review

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To try to prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Health and Safety Overview

The Trustees at Huntingdonshire Volunteer Centre are aware that good health and safety procedures are essential and we strive to promote a safe working environment. Huntingdonshire Volunteer Centre will ensure we comply with the statutory requirements of the Health and Safety at Work etc Act 1974.

Staff and volunteers are required to familiarise themselves with all training guidelines, risk assessments, and safety procedures relevant to their job. If anyone is uncertain how to complete a task safely they should consult their Manager.

It is the responsibility of all employees and volunteers to cooperate and not interfere with, misuse, or abuse anything provided by Huntingdonshire Volunteer Centre in the interests of health and safety. Employees and volunteers must take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions at work.

Employees and volunteers must also work in accordance with any training or instruction they have received and inform management of any dangerous situations or shortcomings in the health and safety arrangements.

Alcohol and Substance Abuse

Please note all the offices are in strictly **non-smoking** premises.

Employees and volunteers are not permitted to attend work under the influence of drink, drugs or other substances. All employees and volunteers are expected to exercise responsibility for their own behaviour and maintain a level of fitness to undertake their duties.

Illegal drugs and substances are prohibited on work premises at all times. The consumption of alcohol is prohibited on work premises at all times.

Risk Assessment

Office / Shop Manager is responsible for carrying out the risk assessments for their place of work (A template is provided at Appendix 1). Volunteers are to be informed of any risk assessment they have to comply with to do their job in a safe manner.

If a volunteer / staff member sees a potential hazard they should remove the hazard immediately, if it is safe to do so and inform their manager immediately so that remedial action can be undertaken.

Accidents and Safety Incidents at Work

All accidents and safety incidents must be reported at the earliest opportunity to your Manager, even if they are perceived as minor. The Manager will complete an investigation of the accident/incident and take the necessary action to prevent a recurrence.

All Huntingdonshire Volunteer Centre staff and volunteers need to be fully acquainted with the First Aid procedure operational in their place of work. All new employees/volunteers will be told as part of their induction of the location of first aid equipment.

The details of all injuries, and treatment given, arising from accidents or safety incidents must be recorded in the Accident Register. The requirements for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are given at Appendix 2.

See Appendix 3 for Accident / Incident Report Form.

Fire Procedures

It is the responsibility of all staff and volunteers to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions relating to their place of work, and these will be part of the induction process for all new staff and volunteers.

Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed and all Fire Officers will be instructed on their use.

Manual handling

Huntingdonshire Volunteer Centre employees should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. As assessment of any risk will consider load, weight, distance, frequency, posture, surface and worker capacity. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury. Common sense should be applied at all times.

Visual Display Equipment

It is the policy of Huntingdonshire Volunteer Centre to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. In law, employers must undertake a DSE workstation assessment to ensure they reduce risks by being optimally ergonomic to help prevent the development of Work Related Upper Limb Disorders. A workstation typically includes a DSE device, such as a computer, monitor, keyboard, mouse, desk and computer chair. Portable DSE, including laptops, mobile phones and notebook / tablet computers are also subject to DSE regulations when in prolonged use.

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Staff however should contribute to their own safety and welfare by:

- Avoid sitting in the same position for long periods of time
- Adjusting equipment and furniture to appropriate / comfortable positions
- Taking a rest break from VDU work, of at least 10 minutes, in every hour by doing some other work

This policy was approved by the Trustees of Huntingdonshire Volunteer Centre

Signed: *Mike Baker* Chairman

Date: *5th August 2025*

Date of next Review:

Appendix 1- Risk Assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/).

Organisation name: Huntingdonshire Volunteer Centre

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>		

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to [http://www.hse.gov.uk/risk/casestudies/Combined risk assessment and policy template published by the Health and Safety Executive 11/11](http://www.hse.gov.uk/risk/casestudies/Combined%20risk%20assessment%20and%20policy%20template.pdf)

Appendix 2

A brief Guide to Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR is the law that requires employers, and other people in charge of work premises to, to report and keep records of:

- Work related accidents causing deaths
- Work related accidents which cause certain serious injuries (Reportable injuries)
- Diagnosed cases of certain industrial diseases
- Certain “dangerous occurrences (incident with potential to cause harm)

RIDDOR require reports for:

- Fatal Injuries
- Accident to non-workers (members of the public)
- Accidents which result in incapacitation of a worker for more than seven days

Recording requirements include the requirement to record accidents resulting of a worker for more than three days

Appendix 3

Incident / Accident Report Form

This form is to be completed to report all accidents or incidents whilst working for or representing Huntingdonshire Volunteer Centre and given to your Area Manager as soon as possible.

Please refer to our Health & Safety Policy for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Date of Incident:

Time:

Details of injured person:

Volunteer ☐ Client ☐ Member of the public ☐

Other ☐ (please specify)

Name:

Address:

Contact Telephone:

E-mail:

Date of Birth:

Male / Female / Other

Details of any witnesses (if applicable):

Name:

Address:

Contact Telephone:

E-mail:

Details of Incident:

Nature & Extent of Injuries:

What Action Was Taken?

Called Emergency Services: Ambulance ☐ Police ☐ Fire ☐

Applied First Aid ☐

Taken to doctors ☐ **hospital** ☐

Called family member ☐

No action taken ☐

Other (please specify)

What actions can be taken to prevent accident / incident occurring again?

Form Completed by:

Job Title:

Signature:
Date:

Approved by:
Job Title:
Signature:
Date: