

# Policy: Health and Safety

This policy sets out the statement, responsibilities and arrangements in relation to health and safety.

**This policy applies to all of our people.**

## Contents

|                                    |   |
|------------------------------------|---|
| 1. Policy Statement                | 2 |
| 2. Organisational Responsibilities | 2 |
| 3. Health and Safety Arrangements  | 4 |

| Policy index                        |                          |
|-------------------------------------|--------------------------|
| Document                            | Health and Safety Policy |
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## 1. Policy Statement

This Policy Statement, in accordance with the Health and Safety at Work Act 1974, and all current Regulations outlines the intent of the Stroke Association in relation to the management of health and safety at work.

Health and safety shall be of at least equal importance of any other activity within the organisation.

The Stroke Association is committed to ensuring the safety of all its employees, volunteers, service users, visitors, contractors, participants at Stroke Association led events and any other persons who may be affected by the organisation's activities by ensuring all that is reasonably practicable is done to; where possible, eliminate risks or reduce risks of harm and injury to health and wellbeing to an acceptable level.

Further to this, the Stroke Association and its trustees are committed to ensuring that suitable provision and resources are provided to delivering a Health and Safety system. Stroke Association will pay particular attention to:

- Maintaining the work place in a safe condition and providing adequate facilities and arrangements for welfare
- Providing a safe means to access and exit the workplace
- Provision of safe plant and equipment
- Safe systems of working including using best practice techniques
- Arrangements for ensuring provisions are met in connection with the use, handling, storage and transportation of articles hazardous to health.
- Information, instruction, training and supervision
- A process of consultation with all of its employees

The Health and Safety Policy will be reviewed every two years, but if necessary will be revisited at any time should any changes in circumstances determine this, including changes to processes or legislation.

The Stroke Association requires all of our people to co-operate with the organisation in achieving these aims by following the measures set out in this policy.

## 2. Organisational Responsibilities

To ensure the Stroke Association maintains its commitment to health and safety, it has designated responsibilities to all employees and volunteers. These are:

### **Chief Executive Officer**

- Overall responsibility for Stroke Association's health and safety
- To ensure the health and safety arrangements are adequately resourced
- To show commitment to drive a positive health and safety culture

### **Directors and Senior Management**

- To set objectives and targets for the organisation's health and safety policy
- Monitor the health and safety performance against objectives and trends

### **Health, Safety and Wellbeing**

- To implement the health and safety arrangements as set out in the policy
- Ensure the organisation remains compliant and revise arrangements as necessary
- To promote / encourage all employees to be involved in health and safety matters
- Investigate accidents, incidents and near misses and prepare associated reports and recommendations
- To advise and prepare information for Senior Management and Directors as requested

### **Line Management**

- To assist with the implementation of the health and safety arrangements as set out in the policy under guidance from Health and Safety
- To assist with maintaining the health and safety arrangements
- Ensure best practice is observed at all times through information, instruction, training and supervision

### **Health, Safety and Wellbeing Focus Group (our 'H&S Reps')**

- To provide a good representation of the Stroke Association workforce in the consultation process
- Assist with the review the Health and Safety Policy and give recommendations as necessary
- Liaise on health and safety priorities and identify outstanding issues
- Set standards to which performance can be measured and reviewed

### **All Personnel**

- To take care of themselves and others who may be affected by their acts or omissions
- Help the Stroke Association to comply with its health and safety responsibilities
- Bring to the attention of their employers any concerns or failings in the organisation's health and safety arrangements and procedures
- Not misuse or interfere with anything provided by the organisation in the interest of health and safety
- To assist the organisation in the process of consultation
- To report all accidents, incidents and near misses

### 3. Health and Safety Arrangements

The Stroke Association will implement all necessary arrangements to ensure the health, safety and wellbeing of any persons that may be affected by the organisation's activities. These arrangements include the following:

#### **Accident, Incident and Near Miss Reporting**

Any accident/incidents will be reported to Health and Safety. The Health and Safety Executive (HSE) or HSENI in Northern Ireland will be notified of any accident to be deemed reportable in accordance with RIDDOR by Health and Safety.

#### **First Aid**

The Stroke Association will make all necessary resources available to ensure that we have adequate amounts of first-aid trained employees (and volunteers) relative to the scope of the activities being carried out.

#### **Risk Assessments**

A suitable and sufficient written risk assessment (or dynamic risk assessment where appropriate) will be in place for all activities that fall under Stroke Association's jurisdiction to ensure the safety of employees, volunteers, service users, visitors, contractors, participants at Stroke Association led events and any other persons who may be affected by the organisation's activities.

#### **Information, Instruction and Training**

The Stroke Association is committed to giving good levels of information, instruction and training through various channels to all staff (and volunteers). All of Stroke Association's people will be suitably trained in health and safety.

#### **Emergency Procedures (Fire and Evacuation)**

Emergency procedures will be in place for all premises, which will be communicated to all personnel and tested on a regular basis.

#### **Display Screen Equipment (DSE)**

Any risks arising from exposure in the use of display screen equipment will be assessed and controlled as necessary.

#### **Manual Handling**

The Stroke Association will assess and control risks associated with manual handling so far as is reasonably practicable. This includes avoiding manual handling whenever possible.

#### **Work Equipment**

The Stroke Association will provide suitable and safe work equipment and provide training in the use of it where identified. This equipment shall be supplied and maintained in accordance with the relevant regulations.

**Personal Protective Equipment (PPE)**

PPE will be provided to all of Stroke Association's people where identified to ensure their safety, with no cost burden to themselves. PPE will always be used as a last resort.

All of the Stroke Association's policies and procedures in relation to health and safety are regarded as supplementary to this policy.