



## Health & Safety Policy

### Overview

This is the Health and Safety Policy Statement of MyOTAS Charity, in accordance with the Health and Safety at Work etc. Act 1974.

At the time of writing, MyOTAS has engaged 6 self-employed contractors, employed 3 part-time members of staff and has had 12 volunteers over the last 12 months.

### MyOTAS Charity is committed to:

- providing adequate control of the health and safety risks arising from our activities;
- working to prevent accidents and work-related ill health;
- providing and maintaining safe equipment;
- maintaining safe and healthy working conditions, and adequate welfare facilities;
- ensuring safe handling and use of substances;
- using and maintaining the proper safe plant and equipment needed for each task, including all Personal Protection Equipment where needed;
- ensuring all employees are competent to do their tasks, and to give them adequate training;
- ensuring the safety of our clients/customers at all times; and
- reviewing and revising this policy statement annually.

Our stated aims and objectives for the year July 2022 to June 2023 are:

- To review and update all risk assessments; and
- To continue to work to ensure compliance.

### Health and safety risks

Risk assessments will be undertaken by the Business Management team for all of our organised events. In the case of an event being run by a third party e.g. Woodland Warriors, Yoga, Mindful Crafts etc. the Business Management team will request a copy of the risk assessment prepared by the third party and assess the same.

The findings of the risk assessments will be collated by the Business Management team. If action is required to remove or mitigate risks then this will be escalated to the CEO for agreement or discussion at the operational compliance sub group as necessary. The Chair of Trustees will have the final decision over health and safety risk management.

The CEO is responsible for ensuring that required actions are implemented.

Risk assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

### **Training for volunteers and employees**

We will provide training to our staff and volunteers on the following topics:

- Annual overview of health and safety best practice
- Any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working etc.
- The health and safety risks arising from their work, measures to reduce or eliminate these risks and the process they should follow if there is a health and safety incident, including escalation and emergency procedures.

We will provide training through

- Team meetings
- Face to face discussions
- On-line training
- Required reading (All tbc).

Volunteers and employees are encouraged to ask questions, raise concerns and provide feedback.

### **Wellbeing**

MyOTAS is committed to providing a working environment and management practices which promote employee wellbeing and good health by:

- Increasing awareness and understanding of stress related issues and the importance of general good health and wellbeing through identification, prevention, control and subsequent monitoring of causes of stress at work including where appropriate training and health promotion.
- Providing a confidential counselling service for staff whose wellbeing is adversely affected by stress.

In turn, staff and volunteers are encouraged to take a responsible approach to health and wellbeing issues.

### **Equipment safety**

The Business Management team will be responsible for maintaining and repairing equipment. The CEO will update the Operational Compliance sub-group by exception where required, in accordance with the schedule of delegation.

All members of staff and volunteers are responsible for reporting any faults or equipment issues to the Business Management team.

The Operational Compliance sub-group will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

MyOTAS does not currently use or store any substances which need a COSHH (control of substances hazardous to health) assessment.

### **Information, instruction, and supervision**

The Business Management team are responsible for:

- Ensuring that our volunteers are given relevant health and safety information.
- Giving a copy of the Health and Safety Law poster to each trustee/activity leader.
- Provision of induction training provided for all volunteers/employees. (Job specific training is not required for any jobs within MyOTAS.)
- Maintaining training records.
- Identifying and arranging training and maintaining training records.
- Carrying out inspections and spot checks
- Investigating any accidents that occur.

The CEO is responsible for:

- Investigating work-related causes of sickness absences.
- Investigating and acting on findings to address any issues and prevent a recurrence.

Activity leaders are responsible for

- Supervision of volunteers

### **Accidents and first aid**

MyOTAS does not have dedicated premises and therefore activities are held at a range of venues. Responsibility for first aid and access to first aid boxes are the responsibility of each activity leader

All accidents are to be recorded in the accident book. The book is kept by the Business Management team

The Business Management team are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Emergency procedures – fire and evacuation**

MyOTAS does not have our own premises. Therefore, the activity leader will be responsible for requesting the fire risk assessment and details of escape routes from the hirer of any indoor facility used by MyOTAS to run activities.

## Implementation, maintenance and review - Roles and Responsibilities for health and safety

Day to Day responsibility for ensuring that this policy is put into practice

- Paula Farrow – **CEO**, to report into the ‘**Operational Compliance**’ sub-committee as required

With delegation to the **Business Management team** for the following:

- Risk assessments, accident reporting, first aid, emergency procedures, fire, training and supervision as detailed above.

All employees, contractors and volunteers should:

- co-operate with supervisors and managers on health and safety matters;
- complete training as required
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

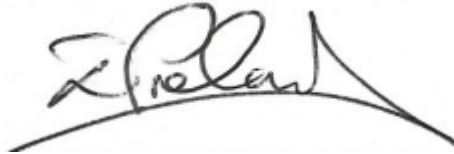
This Policy has been approved and authorised by:

**Name:** Danny Ireland

**Position:** Chair of Trustees

**Date:** 5/8/2022

**Signature:**

A handwritten signature in black ink, appearing to read 'Z. P. Law', written over a horizontal line.

**Review Date:** August 2023