

## Health & Safety Policy Statement

### Our statement of general policy is:

- To comply with all statutes and regulations in respect of Health and Safety provisions
- To provide adequate control of the health and safety risks arising from our work activities
- To prevent accidents and cases of work related ill health
- To ensure all employees are competent to do their work and provide them with adequate training appropriate to their roles and work context
- To engage and consult with our employees on matters affecting their health and safety and provide advice and supervision on occupational health and working practice
- To maintain safe and healthy working conditions
- To provide and maintain safe equipment
- To ensure safe handling and use of substances through provision of appropriate training and clear instructions
- To implement emergency procedures – evacuation in the case of fire or other significant incidents
- To review and revise policy as necessary at regular intervals

Signed:



Susan Scarth, Chief Executive Officer

Date: 28<sup>th</sup> November 2016

Review Date: November 2017

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The following pages relate to the delegation of responsibilities in respect of health and safety issues. This will be reviewed on an **annual basis** and any changes to the responsibilities or identified personnel will be advised by means of updates to these pages.

### **Responsibilities**

1. Overall responsibility for health and safety:

**Chief Executive Officer**

Administrative duties relating to health and safety when required:

**Chief Executive Officer**

2. Day-to day responsibility for monitoring health and safety:

**Head Therapist on location**

**These members of staff are defined as the “Base Managers” for the purposes of this policy**

### **Employees should:**

- 1) Co-operate with Line Managers and safety representatives on health and safety matters and show due diligence at all times;
- 2) Not interfere with anything provided to safeguard their health and safety;
- 3) Take reasonable care of their own health and safety;
- 4) Report all health and safety concerns to an appropriate person (as detailed in this policy)
- 5) Record incidents in the accident book at the site at which they are working;
- 6) Body Oriented Psychotherapists must hold professional indemnity insurance and adhere to the Code of Ethics and Professional Practice as published by the UKCP.

Any employee failing to adhere to the rules regarding Health and Safety may be subject to disciplinary action. Employees also have a responsibility under law to safeguard themselves and others in Health and Safety matters. Failure to adhere to this can result in legal proceedings.

### **Risk Assessments**

An annual risk assessment, including a review of emergency procedures, will be carried out at each office/base either owned by or rented by Moving Forth. Notification will be given to all employees at least 1 week prior to each risk-assessment taking place. Every employee will be invited to

contribute to every risk assessment. Each risk assessment will be carried out by at least 2 members of staff.

The findings of the Risk Assessment will be reported to:

**Chief Executive Officer**

Copies of all risk assessments will be held at the Moving Forth office at Out of the Blue Drill Hall, 36 Dalmeny Street, Edinburgh.

Responsibility for the following:

- Authorising action(s) required to remove/control risk(s);
- Ensuring that any action(s) is/are implemented;
- Check that the implemented action(s) has/have removed/reduced the risk(s);
- Ensure that assessments are carried out annually.

Is held by:

**Chief Executive Officer**

### **Consultation with Employees**

The SCIO has an obligation to consult with its employees on matters of Health and Safety. Any Health and Safety issues should be reported in the first instance to **Chief Executive Officer**, who will organise for appropriate action to be taken.

### **Safety of Equipment**

The SCIO has a responsibility to maintain the safety of its equipment and undertakes to carry out the following:

- Bi-Annual electrical safety checks on all equipment owned by the charity.
- Annual checks on fire extinguishers
- Where applicable, annual checks on fire alarms

Any problems with equipment owned by the SCIO should be reported to those as noted below:

**Base Managers**

Overall responsibility for the maintenance and safety of equipment owned by the SCIO lies with:

**Chief Executive Officer**

### **Display Screen Equipment and Workstations**

As part of the on-going risk assessment process, workstations will be assessed annually, using a recognised template. Any recommendations for change will be recorded at this time.

Staff who use Display Screen Equipment, such as a computer monitor, are entitled to regular eyesight tests at the SCIO's expense. You should consult the Chief Executive Officer before undertaking these tests to assess your eligibility.

### **Safe Handling and use of Substances**

The SCIO has a responsibility to assess the use of substances under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, and undertakes to carry out the following:

- An Annual review of all substances used

This review will be undertaken during the annual risk assessment and responsibility delegated as previously stated.

### **Information, Instruction and Supervision**

Health and Safety Law posters are displayed at the Moving Forth office and it is the responsibility of the following people to ensure that the relevant information is filled in.

**Base Managers**

Any further advice or information on Health and Safety matters may be sought from:

**Chief Executive Officer**

### **Competency for Tasks and Training**

Induction training will be provided for all employees by:

**Chief Executive Officer**

Information re: job specific training will be provided by:

<b>Base Managers</b>
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### **Incident Reporting**

Staff must keep records of and report all work related incidents to the Head Therapist or the **Chief Executive Officer**

This could include:

- loss or damage of Moving Forth's props or other equipment/resources;
- a difficult conversation or argument with a parent, client or colleague in the at the office or other location;
- informal complaints, even if resolved.

These incident records protect the employee in case of complaint and litigation.

### **Accidents, First Aid, Fire Procedures and Work-Related Health**

The location of accident books and First Aid box along with the fire evacuation procedures are:

- Kept in locked filing cabinet in Moving Forth's main office

All accidents, injuries, dangerous occurrences and identifiable diseases must be recorded in the Accident Book, whether injury is involved or not and must include any steps taken to prevent further occurrences. Regulations require that some specific injuries diseases and dangerous occurrences be reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995.

Fire evacuation procedures and escape routes will be reviewed annually during the risk assessments. It is a mandatory requirement for staff at each base to carry out a fire drill every 6 months. This should be co-ordinated by the Base Managers as previously identified.

### **Monitoring**

The Base Managers will be responsible for monitoring Health and Safety and taking appropriate action when issues arise. They will also be responsible for investigating accidents, work related causes of sickness absence and finding ways of preventing recurrence. The Base Managers will report back to the **Chief Executive Officer** during project management meetings, or in emergencies, the Base Managers will email the **Chief Executive Officer** at [contact@movingforth.org](mailto:contact@movingforth.org).