



## **Health and Safety Policy**

ADHD Norfolk fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. ADHD Norfolk requires the CEO to ensure that the following policy is implemented and to report annually on its effectiveness.

### **1. Purpose of the Policy**

The purpose of the policy is to establish general standards for health and safety at ADHD Norfolk and to distribute responsibility for their achievement to all management processes.

### **2. Management Organisation and Arrangements**

The CEO has overall responsibility for the implementation of ADHD Norfolk's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. The CEO is responsible for coordinating effective health and safety policies and controls across the organisation.

The CEO is responsible for:

- The production and maintenance of the ADHD Norfolk's policy and ensuring that government guidelines are consistent with policy.
- Its application.
- Monitoring and reporting on the effectiveness of the policy.
- The identification of health and safety training needs.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within ADHD Norfolk.

### **3. Health and Safety Management Process**

ADHD Norfolk believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within ADHD Norfolk. Responsibility for health and safety matters shall be explicitly stated in job descriptions.

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ADHD Norfolk requires all staff to approach health and safety in a systematic way by identifying hazards and problems; planning improvements; taking executive action and monitoring results; so that the majority of health and safety needs will be met from locally held budgets, as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

If unpredictable health and safety issues arise during the year, the CEO must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

#### **4. Health, Safety and Welfare Guidelines**

It is the policy of ADHD Norfolk to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the charity and the work organised within it.

It shall be the responsibility of the CEO to bring to the attention of all members of their staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

The model contents of a guideline are:

- A clear statement of the role of the charity.
- Regulations governing the work of the charity.
- Clear reference to safe methods of working.
- Information about immediate matters of health and safety concern such as fire drills, fire exits, first aid.
- Training standards.
- The role and identity of the Health and Safety Representative.
- The person responsible for organisation and control of work.
- Accident reporting procedures.
- Departmental safety rules.
- Fire procedures.
- Policies agreed by the Company.

#### **5. Identification of Health and Safety Hazards - Annual Audit and Regular Risk Assessments**

It is the policy of ADHD Norfolk to require a thorough examination of health and safety performance against established standards at least annually.

The audit requires review of:

- Standards laid down in the policy.
- Charity guidelines.

- Relevant regulations.

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Staff attitudes.

- Staff instructions.
- Methods of work.
- Contingency plans.
- Recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the audit will be used to form the basis of the plan for the charity for the following year. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the CEO. It is ADHD Norfolk's responsibility to ensure that any deficiencies highlighted in the audit are dealt with as speedily as possible.

In addition to carrying out safety audits, it is the responsibility of the CEO to check all portable equipment annually, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

All staff have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines by following the steps below:

1. Identify the hazards.
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions.
4. Record the findings and implement the precautions.
5. Review the assessment and update when necessary.

## **6. Staff**

ADHD Norfolk will support all staff in carrying out their role and give all reasonable assistance. Staff will be encouraged to discuss specific health and safety issues with the circumstances to the CEO and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## **7. Training**

Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs. Training for all members of staff will be provided to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules. Induction and in-service staff training will be given to acquaint them fully with new requirements and hazards.

**8. Records, Statistics and Monitoring**

ADHD Norfolk will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Where appropriate, this will be in conjunction with specialist advisory bodies, for example local Environmental Health Departments. Information obtained from the analysis of accident statistics must be acted upon.

## **9. Reports to the Health and Safety Executive**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the CEO.

## **10. Specialist Advisory Bodies**

Certain bodies, and the individual members of those bodies, have always had a Health and Safety role. Most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the CEO from expert individuals or bodies outside ADHD Norfolk.

## **11. Control of Substances Hazardous to Health**

The Control of Substances Hazardous to Health Regulations (COSHH) requires ADHD Norfolk to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

ADHD Norfolk must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure; or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The CEO is responsible for implementing these Regulations.

## **12. First Aid**

It is the policy of ADHD Norfolk to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The CEO is responsible for ensuring the regulations are implemented and for identifying training needs.

## **13. Fire**

The CEO is responsible for ensuring that the staff receive adequate fire training, report and advise on the standard of fire safety in ADHD Norfolk's premises and the standard of fire training of its staff and will assist in the investigation of all fires in ADHD Norfolk's premises and to submit reports of such incidents.

## **14. Control of Working Time**

ADHD Norfolk is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations, e.g. in relation to breaks, night workers etc., will be complied with.

## **15. Health and Safety and the Individual Employee**

The Health and Safety at Work Act requires each employee *'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions'* and cooperate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with ADHD Norfolk for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where any employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## **16. People Working on Company Premises not Employed by the Company**

Persons working in ADHD Norfolk premises who are employed by other organisation are expected to follow ADHD Norfolk Health and Safety Policies with regard to the safety of ADHD Norfolk employees/volunteers, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded ADHD Norfolk employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

## **17. Visitors and Members of the Public**

ADHD Norfolk wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to ADHD Norfolk establishments or event locations will be of the highest standard.

Any member of staff, who notices persons acting in a way which would endanger other staff, should normally inform a CEO. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation. In the event of an accident at an event or on the ADHD Norfolk premises all information regarding the accident will be recorded in the incident book. See Appendix 1 for Incident Report Form.

## **18. CONTRACTORS**

ADHD Norfolk wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of contractors working in ADHD Norfolk's establishments/events will be of the highest

standards. In addition, contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe ADHD Norfolk's Fire Safety Procedures. These obligations will be drawn to the attention of the contractors in the contract document issued to them. It will be identified in the contract as having authority to stop the work of contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform the CEO immediately.

#### **19. Monitoring**

The policy will be reviewed annually, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As a result of any other significant change or event.





**Appendix 1**

**Incident Report Form:**

**Incident Report Form**

Name and role of person completing this form:
Signature of person reporting incident:
Date:

**Incident**

Date and time of incident:
Name/s of Person/s involved in the incident:
Description of incident:

**Reporting the incident:**

Incident reported to:
Date:

