



## Health and Safety Policy (Including Accidents)

### Policy Statement

We believe that the health and safety of staff/trustees, members, volunteers and visitors are of paramount importance and fully understand our responsibility to comply with the Health and Safety at Work Act 1974 in conjunction with Safety at Work Regulations 1999.

Our Health and Safety representative is: Iona Baily, who has attended relevant training.

### Insurance

We have public liability insurance and employer's liability insurance in place. The certificate for our insurance is displayed on the office notice board. If volunteers are required to drive as part of their volunteering role, either in their own or hired vehicles, we obtain a copy of their valid insurance together with their driving license. Any external professionals whom we engage with to deliver services to our members, such as therapists or fitness instructors, are required to submit a copy of their public liability insurance. Copies of these documents are kept at the RSM office.

### Operational Procedures

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures and understand their shared responsibility for health and safety. Health and Safety is a standard agenda item for all Trustee meetings.

The H&S representative carries out a written risk assessment of areas used by RSM at the Memorial Institute three times per year and reports any significant findings to the Trustees and or the Memorial Institute Committee. All staff carry out quick daily visual checks of RSM HQ to ensure it is fit for purpose.

All outings and activities are risk assessed separately.

Accidents are recorded in writing and are reviewed regularly by the H & S representative to spot trends and manage risk.

First aid kits are available at RSM HQ and on all activities and outings. Any accidents are recorded and reported to relevant statutory bodies within legal timeframes and are reported/discussed at each Trustees meeting to ensure that risk is being managed appropriately. There are separate accident books for staff and members/volunteers. At least one member of staff will hold a relevant First Aid certificate. In the event of a serious accident first response aid will be given whilst the emergency services are summoned.

All electrical equipment conforms to safety requirements and is PAT tested by an independent competent person within legal timeframes.

In the event of fire or the need to evacuate, staff will evacuate premises being occupied and will dial 999, staff will not tackle a fire themselves. The evacuation procedure for the Memorial Institute is displayed in the main lobby. The Memorial Institute Committee are responsible for the regular independent testing of the fire systems. RSM staff on a weekly basis test that the fire alarms are working and log this information. When entering alternative hired premises, RSM staff familiarise themselves with emergency evacuation procedures.

All substances that may be hazardous to health, such as cleaning chemicals are kept in their original containers that have instructions of what to do if they are used inappropriately.

We implement good hygiene practices:

All staff and volunteers have a sound knowledge of basic food hygiene

We hold information on individual members dietary requirements

When serving refreshments we display a list of all 14 allergens which food may contain

We provide utensils that are appropriate for people with limited mobility/disability

We use reliable suppliers for the food we purchase

As part of our food redistribution service, we adhere to all terms and conditions of the 'Neighbourly Scheme' from which we receive food

Food is stored at the correct temperatures and is checked to ensure it is before its 'use by date'. As part of our food redistribution service we may offer food that is beyond its 'best before date' as this is representative of quality, rather than safety. Food is stored and displayed so that it is not at risk from contamination by pests, rodents or mould

Food preparation areas are cleaned before and after use

Staff have received basic manual handling training. However, in the event of a member falling and unable to get up themselves, staff will not attempt to lift them. We will make

them and the environment safe, call 999, keep them warm and comfortable and await the Paramedics.

## COVID - 19

During this period of national medical emergency – COVID19, we find ourselves in exceptional circumstances.

The safety and welfare of our members, staff and visitors is of utmost importance to us.

Our office remains closed to all visitors and this will be reviewed in line with government advice. Staff are working from home or working one at a time in the office, when they are not able to perform their work from home. This will also be reviewed in line with government advice.

All activities and clubs have been suspended. We will only reopen once the government allows, a full risk assessment is taken of all activities/services and it is safe to do so.

The office will only fully reopen for staff once government advice allows and a full risk assessment has been carried out.

Board Meetings, Staff Meetings, Volunteer Meetings and activity groups (able to do so) will take place via Zoom

Staff concerns about returning to work will be discussed on a 1:1 basis as we appreciate that each employee has their own family dynamic and different considerations during this pandemic

This policy was written by	Staff: Vicky Cheeseman/ Fiona Wilson
Adopted by	Trustees of Rotherfield St Martin
Date	4 <sup>th</sup> November 2019
Reviewed	8/1/2021 - VC
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