



SAFFRON WALDEN MENCAP SOCIETY

HEALTH AND SAFETY POLICY

This policy has been adopted by Saffron Walden Mencap Society through its Trustees Committee which remains responsible for its review.

Original signed version is kept at the SWMS Registered office.

Signed: Date: 16th September 2024

Chair of Trustees

To be reviewed: September 2026

1. Introduction

The Saffron Walden Mencap Society board of trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

Saffron Walden Mencap Society will ensure it can provide for the health, safety and welfare of all staff, volunteers and visitors and to set a standard of good practice.

Saffron Walden Mencap Society will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and managers to uphold this policy and to provide the necessary funds and resources to implement it.

Saffron Walden Mencap Society will work in a way that tries to ensure that risks to staff, volunteers and visitors are minimised at all times.

2. Responsibilities

The Chair of Saffron Walden Mencap Society is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.

All accidents or unsafe incidents will be investigated by the Chair as soon as possible.

Saffron Walden Mencap Society is responsible for:

- Assessing the risk to health and safety of Saffron Walden Mencap Society employees and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Providing and maintaining buildings, equipment, and systems of work that are safe and without risk to health;
- Ensuring that equipment is safe and well maintained, this will include annual PAT testing for portable electrical equipment;
- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a health and safe place of work, including safe ways of entering and leaving;
- Establishing **emergency** procedures as required;

Staff and volunteer responsibilities

All Saffron Walden Mencap Society employees and volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the Chair or their manager at once
- They record accidents at work on an incident form which will be available at all events/clubs

- If the Chair is not present, they should report the incident to the most senior member of staff present, who will report it to the Chair as soon as possible.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it to their manager.

3. Risk Assessments

The Chair will ensure that all premises used for regular activities are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- Change in legislation
- Change in premises
- Significant change in activities provided

or any other reason which makes the original assessment not valid.

Trips, outings and events

Risk assessments will be conducted for every trip, outing or event by a member of Saffron Walden Mencap Society who is competent to carry out the task and recorded on the relevant Saffron Walden Mencap Society risk assessment form. Risk assessments may be a group risk assessment, individual risk assessments, or both, dependent on the activity or event.

A copy of the risk assessment will be made available to the relevant staff involved with the event or activity & copied in advance to the Chair.

Individual Risk Assessments

In cases where Saffron Walden Mencap Society is responsible for the care of members attending our clubs & activities, an assessment of need (including risk) will be carried out for each member attending. This may be informed by details obtained from the person, their parent, guardian or responsible carer on membership forms, or more detailed individual risk assessment forms as and when deemed necessary.

4. Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- At inductions
- When changes are made to systems of work, including technology
- When training needs are identified during risk assessments

5. General premises arrangements

In the case of premises which Saffron Walden Mencap Society regularly hires for its services and activities, we will ensure the health and safety of staff, members and volunteers by ensuring

there is adequate heating, lighting (inside and outside, as appropriate) and ventilation, safe access to buildings, safe routes and a plan for emergency exit, adequate & accessible toilet facilities and access to clean drinking water. Any presence of hazardous substances within the building structure (such as asbestos) must be notified and risk assessed prior to use.

Risk assessments for use of any premises in regular use must be completed along with a plan for emergency evacuation. These will be assessed & agreed by the Chair of trustees and retained as important live documents. Any changes at the venues, either structural or following installation of new equipment, will require a new risk assessment and update to the document.

All premises risk assessment forms and emergency evacuation procedure documents will be reviewed together with this policy.

6. Resolving health and safety concerns

Any employee or volunteer with a health and safety concern must first tell their manager, who will notify the Chair of Trustees.

If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but the employee/volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Chair who may make representations to the manager concerned. This must be in writing.

If the employee/volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of trustees.