

**HEALTH AND SAFETY POLICY & SYSTEM CHART**

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| Policy Name and version | Health and Safety, and Systems Chart |
| Read in conjunction with | Health and Safety Awareness, Environmental Awareness Policy and Chart, Volunteer/Employee Handbook |
| Owner | Drivers & Member Support, Operations Manager, CEO |
| Approval body | Board of Trustees |
| Frequency of approval | 1 Year |
| Date approved | 22nd June 2022 |
| Date next approved | June 2023 |

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**Statement of Policy**

The management of Croydon Voluntary Association for the Blind   
(Aka Croydon Vision) recognises that it has a legal duty of care towards protecting the health and safety of its members, volunteers, employees, contracted workers (as applicable), and others who may be affected by the organisation’s activities, and that managing health and safety is a business-critical function.

**Covid-19**

In response to Covid-19, a risk assessment is continually under review (less frequent now) to identify potential risks of contracting Coronavirus. The virus can be contracted through surfaces, the air and direct contact. Procedures have been put in place to prevent this occurrence from happening. These procedures include health check screening questions, daily cleaning checklist, and a step guide for anyone who is suspected to contract Coronavirus whilst in the building.

**General Health & Safety**

In order to discharge its responsibilities, the management will:

* bring this policy statement and the accompanying chart and arrangements to the attention of all employees and volunteers, these are kept available for all staff and volunteers electronically and hard copy at reception.
* carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk - Peninsula Ltd assists us with this. Internal and external risk assessments are carried out annually whilst quarterly check-up is undertaken to review H&S matters, maintaining a proactive approach. Once annually, the board reviews the policy.
* communicate and consult with our employees and volunteers on matters affecting their health and safety. Staff meetings are held bi-monthly, Advisory Service Committee meetings are held quarterly as well as quarterly drivers meeting. In addition, one to one meeting is held also.
* comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels as best as reasonably possible.
* eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment, and processes
* encourage staff and volunteers to identify and report hazards so that   
  we can all contribute towards improving safety
* ensure that emergency procedures are in place at all locations for dealing with health and safety issues
* maintain our premises, provide and maintain safe plant and equipment
* only engage contractors/sub who are able to demonstrate due regard to   
  health & safety matters
* provide adequate resources to control the health and safety risks arising from our work activities
* provide adequate training and ensure that all employees and volunteers are competent to do their tasks
* provide an organisational structure (see below) that defines the responsibilities for health and safety
* provide information, instruction and supervision for volunteer and employees.
* regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement, e.g. through administrative monitoring checks.

**Management Committee – Trustees**Support in setting health and safety direction through its decisions on policy, resources, training, equipment.   
  
Annually reviews CEO’s reports and the safety management system for assurance and to affirm organisational aims and goals.

**Chief** **Executive Officer**Oversees health and safety responsibilities.   
Ensures all our policies and procedures reflect our health and safety policy statement intentions, to minimise risks to health and safety of members, volunteers, staff, and others.   
  
Embeds emergency procedures. Assesses risks, reduces risk where necessary.   
Arranges annual auditing of the health and safety management system and reports to the Board of Trustees.

**Ellis Whittam Ltd Health and Safety Consultants Currently outsourced Provides 24/7 support and advice by a named Competent Person**

**Peninsula Ltd -   
Health & Safety**Outsourced, providing advice and support by a competent person.

**Operations Manager (IOSH)**Induct new Staff. Maintain training matrix of volunteers and staff.

Work together and regularly communicates with **Managers** and **Staff** on H&S, ensuring appropriate action takes place such as investigating accidents.   
  
Assists the CEO in the implementation of the policy.   
Assesses and reviews health and safety risks and controls and report to CEO.  
  
Ensures maintenance of all fire safety and building equipment.

Ensures hazardous substances are stored, handled, used and transported safely.

Reminds managers of forthcoming   
training needs of drivers and   
keeps records.

Provides staff training and meetings. Undertakes risk assessments.

**Volunteer Liaison Officer**   
  
Induct new Volunteers.   
  
Maintain training matrix of volunteers, working with the Operations Manager.  
  
Agenda item of H&S for meeting;   
Let’s Talk and Improve Group, and   
ensure follow up actions.

Liaises with volunteers   
to ensure health and safety   
duties are complied with or  
 improved.

**Transport Administrator**  
Assists managers in their   
duties to fulfil the H&S   
policy requirements.

**Project Manager**  
Assist the Operations

Manager in the

implementation of the

policy.

Assists Officers in the implementation of their

duties to fulfil the policy requirements.

**Culture Ambassadors & Employees**Share knowledge and culture of the organisations health and safety systems, making sure it remains effective.

This Health and Safety Policy and Chart will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all volunteers and employees.  
  
 **This policy is to be read in conjunction with the following policies/documents:**

* Health and Safety Awareness (ELearning)
* Environmental Awareness Policy & Chart
* Volunteer or Employee Handbook

**Approved by Trustees: 22nd June 2022   
  
  
Review date: June 2023**