



**Headway North Cumbria**

[www.headwaynorthcumbria.org.uk](http://www.headwaynorthcumbria.org.uk)

the brain injury association

## **HEADWAY NORTH CUMBRIA HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

1. Headway North Cumbria attaches great importance to the health and safety and welfare of all persons with whom it has contact. We regard the promotion of health and safety measures as an objective for everyone with whom Headway North Cumbria is involved. This ethos applies equally to all members, volunteers and visitors. We will conduct business in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected by our activities are not exposed to risks to their health and safety.

### **AIM OF THE POLICY**

2. Headway North Cumbria is committed, so far as is reasonably practicable, in providing for the health, safety and welfare of all volunteers and members and to maintain standards at least equal to the best practice in the care sector. The commitment to health and safety<sup>1</sup> is a management responsibility equivalent to that of any other management function. It is the duty of our committee to uphold this policy at all times.

### **RESPONSIBILITIES**

3 Headway North Cumbria will:

- a. assess the risk to the health and safety of members, volunteers and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- b. provide and maintain appropriately resourced, safe and healthy working conditions to ensure the welfare of volunteers and members, taking into account all statutory requirements.

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<sup>1</sup> The Health and Safety at Work Act 1974 (and subsequent health and safety legislation) places wide-ranging responsibilities on all employers.

- c. provide adequate information, instruction, training and supervision in safe working methods and procedures so as to ensure all volunteers and members are fully aware of the requirement to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- d. make available all necessary safety devices and protective equipment along with supervision and instruction to volunteers in the use of such devices and equipment.
- e. acquire and maintain the necessary knowledge of current legislation, codes of practice and other available guidance relating to health and safety within Headway North Cumbria activities, maintaining regular contact with relevant outside organisations. Headway North Cumbria will ensure that such information is readily available to all volunteers and members.
- f. update and generally maintain this policy statement, and associated codes of practice, as appropriate, being mindful of any new statutory requirements or work hazards, following consultation and involvement with volunteers as necessary.
- g. make available all reasonable assistance in respect of the formulation of the necessary codes of practice.
- h. invoke disciplinary action where any volunteer persistently refuses to carry out duties incumbent upon them to ensure compliance with Health & Safety procedures, as detailed within the requirements of this policy.
- i. promote the co-operation of volunteers to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- j. establish emergency procedures as required.

4. The Committee of Headway North Cumbria has the ultimate responsibility for health and safety at Headway North Cumbria. The committee is responsible for the implementation and monitoring of adherence of health and safety policies and will report findings to the Network Support Manager. The committee will:

- a. provide the necessary financial resources to assist in the implementation of these policies and procedures.

- b. ensure, insofar that is reasonable and practicable, that all volunteers under their control perform their duties and behave in such a way as to cause no injury to themselves or another person or damage to property or equipment.
  - c. ensure that, where a relevant code of practice has been agreed, this is followed (covering an office environment or piece of equipment).
  - d. pay due regard to all reasonable requests in respect of safety.
  - e. keep this Health and Safety Policy under review, revising it as necessary.
  - f. audit all incidents/ accidents or near misses in order to identify common themes, which may require for example a review in practice.
5. At the Day Centre the lead volunteers have overall responsibility for giving effect to this policy and for ensuring there is consultation on health and safety matters with volunteers as appropriate, in order to maintain health and safety at work. Volunteers are required to:
- a. co-operate fully in the implementation and operation of this Health & Safety policy and all other associated policies and procedures.
  - b. ensure that the manner in which they behave and carry out their duties is such that it will cause no injury to themselves or another person or damage to property or equipment.
  - c. use, as directed, any safety or protective equipment provided.
  - d. report, promptly, to lead volunteers / committee members any incidents that have lead to personal injury or damage to themselves or other persons, property or equipment and any circumstances/practice, which they believe to be dangerous.
  - e. adhere to Headway North Cumbria work procedures where these have been agreed and assist in the investigation of accidents with the object of introducing measures to prevent a recurrence.
  - f. discuss safety issues with Day Centre attendees and ask them what they think the hazards are since they may notice things that are not obvious.

- g. concentrate on the real risks – those that are most likely to cause harm.
- h. consider whether certain Day Centre attendees are at particular risk or have particular requirements and make appropriate allowances.

## **GUIDANCE TO VOLUNTEERS**

6. Whilst the overall responsibility for health and safety within Headway North Cumbria rests with the Committee, each individual volunteer has a responsibility to ensure that the Headway North Cumbria Health and Safety Policy is maintained at all times. As a consequence this policy needs the full co-operation of all volunteers who are expected to give all possible assistance aimed at its successful implementation and take reasonable care for their own safety and that of others. Volunteers must therefore:

- a. comply with any safety instructions and directions issued by Headway North Cumbria.
- b. take reasonable care for their health and safety and the health and safety of others (including those who are not our staff / volunteers) who may be affected by your acts or omissions at work, by observing the health and safety rules that apply to you.
- c. co-operate to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on us by or under any of the relevant statutory provisions is complied with.
- d. report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- e. use equipment or protective clothing in accordance with the training received.
- f. report any potential risk or hazard or malfunction of equipment to the person responsible.

7. This policy applies to all volunteers and committee members. All volunteers are to be made aware of and read this policy during induction. Any volunteer that fails to comply with our health and safety rules or procedures or does not carry out specific health and safety duties assigned to them will be regarded as being in breach of this Policy.

8. Headway North Cumbria has a number of trained first-aiders; make sure you know who is a trained first aider. Contact a first-aider for assistance when an accident occurs.
9. If a volunteer or a member suffers an accident at the Day Centre or on a day out or other Headway North Cumbria occasion you must report the incident to the Lead Volunteer or Committee at the time, or as soon as practicable after the event. All accidents should be reported, however trivial. The accident will also be recorded in the accident book held at the Day Centre and/or recorded on the appropriate form.

## **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR 2013)<sup>2</sup>**

10. RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:
- a. work-related accidents which cause death,
  - b. work-related accidents which cause certain serious injuries (reportable injuries), diagnosed cases of certain industrial diseases; and
  - c. certain 'dangerous occurrences' (incidents with the potential to cause harm).
11. Reporting certain incidents is a legal requirement. The report informs the enforcing authorities about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.
12. For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. Not all accidents need to be reported, but a RIDDOR report is required when the accident is work-related and it results in an injury of a type which is reportable.
13. Following an incident at Headway North Cumbria the Committee will need to establish whether a RIDDOR report is required. The latest advice should be sought from the Health and Safety Executive (HSE) website<sup>3</sup> but in general terms the following should be considered.

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<sup>2</sup> [www.hse.gov.uk/pubns/indg453.pdf](http://www.hse.gov.uk/pubns/indg453.pdf)

<sup>3</sup> <http://www.hse.gov.uk/riddor/>

a. When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- (1) the way the work was organised, carried out or supervised.
- (2) any machinery, plant, substances or equipment used for work.
- (3) the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

b. Types of reportable injury:

- (1) All deaths to volunteers and/or members must be reported if they arise from a work related accident, including an act of physical violence.
- (2) Specified injuries include<sup>4</sup>:
  - fractures, other than to fingers, thumbs and toes.
  - amputation of an arm, hand, finger, thumb, leg, foot or toe.
  - any injury likely to lead to permanent loss of sight or reduction of sight in one or both eyes.
  - any crush injuries to the head or torso, causing damage to the brain or internal organs.
  - And burn injury (including scalding) which covers more than 10% of the body's total surface or cause significant damage damaging to the eyes, respiratory system or other vital organs.
  - Any degree of scalping (separation of skin from the head) which require hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

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<sup>4</sup> <https://www.hse.gov.uk/riddor/specified-injuries.htm>



14. Accidents at Headway North Cumbria activities or events involving members of the public must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

## **RELATED HEADWAY NORTH CUMBRIA POLICIES AND PROCEDURES**

Risk Management Policy