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Labyrinth House,
258 Westborough Road,
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SEND the Right Message Health & Safety Policy

Overview

This is the Health and Safety Policy Statement of SEND the Right Message Charity, in accordance with the Health and Safety at Work etc. Act 1974.

SEND the Right Message Charity is committed to:

- providing adequate control of the health and safety risks arising from our activities;
- working to prevent accidents and work-related ill health;
- providing and maintaining safe equipment;
- maintaining safe and healthy working conditions, and adequate welfare facilities;
- ensuring safe handling and use of substances;
- using and maintaining the proper safe plant and equipment needed for each task, including all Personal Protection Equipment where needed;
- ensuring all employees are competent to do their tasks, and to give them adequate training;
- always ensuring the safety of our clients/customers; and
- reviewing and revising this policy statement annually.



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Health and safety risks

Risk assessments will be undertaken by the CEO SEND the Right Message Charity for all of our organised events.

The findings of the risk assessments will be collated by the CEO SEND the Right Message Charity. If action is required to remove or mitigate risks then this will be escalated to the Trustees for agreement or discussion at the operational compliance sub group as necessary. The Chair of Trustees will have the final decision over health and safety risk management.

The CEO is responsible for ensuring that required actions are implemented. Risk assessments will be reviewed every six months or when the work activity changes, whichever is sooner.

Training for volunteers and employees

We will provide training to our staff and volunteers on the following topics:

- Annual overview of health and safety best practice



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- Any new measure which may substantially affect their health and safety at work, for example, new equipment, new ways of working etc.
- The health and safety risks arising from their work, measures to reduce or eliminate these risks and the process they should follow if there is a health and safety incident, including escalation and emergency procedures.

We will provide training through:

- Team meetings
- Face to face discussions
- On-line training
- Required reading (All tbc).

Volunteers and employees are encouraged to ask questions, raise concerns, and provide feedback.

Wellbeing

CEO SEND the Right Message Charity is committed to providing a working environment and management practices which promote employee or volunteer wellbeing and good health by:

Increasing awareness and understanding of stress related issues and the importance of general good



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health and wellbeing through identification, prevention, control, and subsequent monitoring of causes of stress at work including where appropriate training and health promotion.

Providing a confidential counselling service for staff whose wellbeing is adversely affected by stress.

In turn, staff and volunteers are encouraged to take a responsible approach to health and wellbeing issues.

Equipment safety

The CEO SEND the Right Message Charity will be responsible for maintaining and repairing equipment. The CEO will update the Trustees by exception where required, in accordance with the schedule of delegation.

All members of staff and volunteers are responsible for reporting any faults or equipment issues to the CEO SEND the Right Message Charity.

Safe handling and use of substances

SEND the Right Message Charity does not currently use or store any substances which need a COSHH (control of substances hazardous to health) assessment.



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Information, instruction, and supervision

The CEO is responsible for:

- Ensuring that our volunteers are given relevant health and safety information.
- Provision of induction training provided for all volunteers/employees.
- Maintaining training records.
- Identifying and arranging training and maintaining training records.
- Carrying out inspections and spot checks
- Investigating any accidents that occur.
- Investigating work-related causes of sickness absences.
- Investigating and acting on findings to address any issues and prevent a recurrence.
- Supervision of volunteers

Accidents and first aid

Responsibility for first aid and access to first aid boxes are the responsibility of CEO SEND the Right Message Charity.



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All accidents are to be recorded in the accident book. The Committee is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

Emergency procedures – fire and evacuation

SEND the Right Message Charity will be responsible for requesting the fire risk assessment and details of escape routes from the hirer of our community office.

This policy was adopted by SEND the Right Message Charity	31 August 2021
Date to be reviewed	31 August 2022
Signed on behalf of the provider	
Name of signatory	Vicki Lamb
Role of signatory	Chair of Trustees
Next Review August 2023	31st August 2023