

## Health and Safety Policy

### 1. Statement of intent

Healthwatch Sutton aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all our directors and volunteers, and to provide such information, training and supervision as they need for this purpose.

Healthwatch Sutton also accepts responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below under 'responsibilities'.

This policy will be kept up to date to ensure our responsibilities are met in relation to:

- The Health and Safety at Work Act (1974)
- Management Regulations (2006)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated, will be reviewed every year.

### 2. Responsibilities

Overall and final responsibility for health and safety at HWS is that of the Board of Directors. They have ultimate responsibility for this policy being carried out and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

Day to day monitoring of health and safety issues and risk assessments are the responsibility of the Chief Executive Officer (CEO).

Any issues that cannot be resolved will be reported by the CEO to the Board of Directors.

### 3. Volunteers

All volunteers have a duty to co-operate with the CEO and Communications, Engagement and Projects Officer to achieve high standards of safety and to take reasonable care of themselves and others.

Deficiencies or defects in current arrangements must be reported to the CEO.

### 4. Accidents

All accidents are to be reported to the Chief Executive or Communications, Engagement and Projects Officer, who will record in the accident book which is located in Healthwatch Sutton's office.

Please note that accidents occur outside of the office also need to be recorded in the accident book.

## 5. First aid

A fully equipped first aid box is located in Healthwatch Sutton's office.

## 6. Fire safety

Healthwatch Sutton operates a no smoking policy.

All volunteers will be advised of the fire action procedure at their induction.

When volunteers are at other venues that are not HWS premises, they should adhere to the fire and safety procedures of the facilities that they are present in.

## 7. Manual handling

Manual handling will be reduced as far as possible by the monitoring and reviewing of all volunteering tasks.

### 7.1. Guidance for handling resources for information stands at outreach events

- The office will provide you with the resources you will need for the event.
- Try to unload as close as possible to the venue even if you have to park somewhere else.
- If using a banner, this must be assembled and taken down by two people.
- All resources, and unused materials should be returned to the office, along with any completed surveys, or given to a member of staff.

## 8. Training

All volunteers will complete an induction with information about Health and Safety arrangements within HWS.

For those volunteers using specific equipment, such as pop-up banners, will be shown how to erect and dismantle in a safe manner.

## 9. Emergency contacts

All volunteers are required to complete an [emergency contacts detail form](#) and return to the CEO or Communications, Engagement and Projects Officer.

Approved by Healthwatch Sutton Board of Directors: 09/03/2020

To be reviewed: 09/03/2021

Responsible Officer: Chief Executive of Healthwatch Sutton