



For better
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Sheffield Mind Ltd

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Health and Safety Policy

Health and safety at Work etc Act 1974

SECTION 1

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees, members and volunteers on matters affecting their health and safety.
- To provide and maintain safe work materials and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for staff, members and volunteers.
- To ensure all staff and volunteers are competent to do their tasks and to give them adequate training.
- To prevent accidents and cases of work related ill health as far as is reasonably practicable.
- To maintain safe and healthy working conditions.
- To review and revise this policy annually.

Details of individual responsibilities and arrangements are in Sections 2 and 3.

Agreed at Trustees meeting on 3rd March 2009.

REVIEW DATE: 3rd March 2010.

SECTION 2

Organisation of Health and Safety Responsibilities

1. Overall and final responsibility for health and safety is that of Sheffield Mind trustees.
2. Responsibility for ensuring that this policy is put into practice is delegated to the Sheffield Mind CEO and the Office Manager.



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3. Ensuring on a day to day basis that health and safety standards of Sheffield Mind are maintained / improved is the responsibility of Sheffield Mind's Office Manager. S/he will report regularly to Sheffield Mind CEO who will appraise the Chair of Trustees on health and safety issues via supervision sessions.
(N.B. Sheffield Mind's CEO will be responsible for overseeing the implementation of these standards for any new projects developed by Sheffield Mind in the future.)
4. All trustees, employees, members and volunteers have to:
 - co-operate with managers and staff on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - report all health and safety concerns to an appropriate person, as detailed in this policy statement
5. Sheffield Mind's Office Manager is responsible for first aid assessment in the organisation.
6. Sheffield Mind's Office Manager has overall responsibility for fire precaution within the premises.
7. Sheffield Mind was registered with Sheffield City Council's Environment and Regulatory Services in February 2009 and form OSR1 was completed and sent.
8. The Office Manager of Sheffield Mind is responsible for insuring the activities of the organisation.
9. The CEO will ensure that trustees are informed of any health and safety issues affecting the organisation.

SECTION 3

Health and Safety Arrangements

1. Risk Assessments

- Sheffield Mind's Office Manager is responsible for ensuring risk assessments for Lawton Tonge House are carried out at least annually, recording the findings, and ensuring any required actions are implemented.
- The Sheffield Mind and Body Project's Co-ordinator is responsible for ensuring risk assessments are undertaken for external venues used by them for workshops and other sessions.

Completed risk assessment forms are kept on the server in the following location:



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/office/health and safety

2. Consultation

Consultation with employees on health and safety issues will be provided via discussion at team meetings and during supervision sessions. Volunteers will be provided with the opportunity to raise health and safety issues during supervision sessions.

3. Safe Plant and Equipment

The Office Manager will be responsible for identifying all equipment and plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up and implemented. S/He will also check that new plant and equipment meets health and safety standards before it is purchased. Any problems found with plant and equipment should be reported to the Office Manager.

4. Safe Handling and Use of Substances

The Office Manager will be responsible for identifying all substances that need a COSHH (Control of Substances Hazardous to Health Regulations 1994) assessment, undertaking assessments and ensuring identified actions are implemented. S/He will be responsible for ensuring all employees, volunteers and members are aware of the COSHH assessments. S/He will also check that new substances can be used safely before they are implemented. COSHH assessments will be undertaken annually or whenever the work changes, whichever is soonest.

5. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) requires that we report work related deaths, major injuries, absences over 3 days caused by work related injuries, work related diseases and dangerous occurrences. The Office Manager has responsibility for fulfilling our responsibilities under this legislation. This can be done by phoning the Incident Contact Centre on 0845 300 9923. The copy of the record issued to us by the contact centre must be kept on file to meet RIDDOR recording requirements. More information is available on www.hse.gov.uk under 'Reporting an accident'.

6. Information, Instruction, Supervision

Three Health and Safety posters are displayed at Lawton Tonge House. New staff and volunteers will receive an induction that includes health and safety, fire safety (a mandatory online training course) and COSHH related training. Additional informational can be obtained from the Workplace Health Connect Advice line 0845 609 6006 and the booklet 'Health and Safety in the Workplace' published by Sheffield City Council.

7. Competency for tasks and training

Ongoing training needs will be identified, arranged and monitored by Sheffield Mind and a log of training undertaken kept on the server.

8. Accidents, First Aid and Work Related Ill Health

- First aid boxes are kept in the kitchen and the upstairs office. They will be maintained by the Office Manager.
- Current first-aiders (appointed persons) are Bridget Strong, Dawn Rowley, Juliet Johnson.



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- All accidents and cases of work related ill health are to be recorded in the accident book which is kept in the right hand tambour unit in the upstairs office.
- First aid (appointed persons) training will periodically be offered to staff and volunteers.

9. Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- conduct (at least) annual risk assessments (health and safety, fire, COSHH)
- discuss health and safety issues at team meetings
- hold an internal review of any incident and follow up accordingly

The Office Manager is responsible for investigating accidents and is also responsible for acting on investigation findings to prevent a recurrence of an incident. The Office Manager is responsible for monitoring work-related causes of sickness absence.

10. Emergency Procedures – Fire and Evacuation

10.1.a) Lawton Tonge House

- Sheffield Mind is responsible for ensuring risk assessments for fire safety are undertaken for Lawton Tonge House. These are undertaken at least annually and are available on the office server.
- Regular contractual maintenance of fire extinguishers, detectors and the alarm is overseen by the Office Manager
- Alarms are tested every Monday and a record is kept on the server.
- Emergency evacuation of Lawton Tonge House will be tested at least every year, facilitated by the Office Manager
- Staff are responsible for ensuring that both front and back doors (emergency fire exits) are unlocked by the first person to arrive and remain so whilst anyone is in the building.

b) Notice of procedure in case of fire

If you discover a fire:

- Operate the fire alarm without putting yourself in danger
- Call the fire brigade on 999
- If practicable, attempt to deal with the fire with fire appliances provided at fire points provided there is no personal risk. (Sheffield Mind is responsible for providing training on how to use fire equipment)
- Leave by the nearest exit and go to your place of safety on the pavement at the front of Lawton Tonge House

On hearing the fire alarm:

- Leave the building by the nearest exit
- Remember you are responsible for ensuring that clients or visitors leave with you
- Do not stop to collect personal belongings
- Go to your place of assembly on the pavement at the front of Lawton Tonge House
- Do not leave the assembly point until told to do so by the Fire Brigade or a staff member
- Do not return to the building until told to do so by the Fire Brigade or a staff member



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10.2 Staff may work in various venues throughout Sheffield. These sites must have recognised fire safety procedures and it is the responsibility of their manager to ensure staff are aware of them.

11. Children on work sites

Children under the age of 16 are not permitted to come unaccompanied to the workplace. Any child present on the work site with a parent or guardian, be they staff, volunteer, member or visitor, is the responsibility of that parent or guardian, except for children cared for in the crèche.

12. Lone working and home visiting

Efforts will be made to ensure staff safety at all times by having two members of staff available whenever the building is open to the public. If working alone in the building, staff should ensure that they lock the door and only answer it to people they recognise as other members of staff/ trustees. Health and safety issues of home visiting will be discussed in supervision and measures taken to minimise risks. Records of any safety issues will be alerted to the Office manager and the CEO will investigate and report any findings to the trustees.

13. Food Hygiene

Where relevant, staff will be trained in food hygiene. Other staff, volunteers and members will adhere to the advice provided by these staff members.

14. Working with Visual Display Units (VDUs)

Staff should consider their needs regarding operation of VDUs by referring to the HSE leaflet 'Working with VDU' (available at www.hse.gov.uk/pubns/indg36.pdf) and those who use a VDU on an intensive basis should use the VDU Workstation checklist at least once a year raising any issues identified with their line manager. Sheffield Mind will make every effort within its resources to remedy any problem that arises.