

Health and Safety Arrangements

Health and safety at Community Links is taken seriously. On your first day at work as part of your induction you will be informed of fire safety arrangements in the building where you are based and key Health and Safety requirements in relation to your role and location.

Community Links has an organisation-wide Health and Safety Committee that meets formally no less than twice a year. Members of this Committee are drawn from across the organisation and are your Health and Safety representatives. If you are interested in becoming a member of this committee please speak to your line manager or to Director of Support Services who convenes the committee meetings.

Two additional formal meetings are held each year which focus on operational Health and Safety issues in the Children's Team and the Youth Team such as procedures for off site trips and child protection. Additional members of these teams join for these meetings.

You may contact a member of the Health and Safety committees at any time if you have concerns or questions about Health and Safety which cannot be answered by the Premises Manager, your line manager or your Team Head.

Fire Safety and Health and Safety risk assessment procedures are developed for each of the sites from which Community Links operates and training is delivered to all key staff on these sites. Those with Centre Manager responsibilities are fully briefed on their role and responsibilities in respect of Health and Safety.

The Premises Manager is responsible for identifying training need, delivering some training and ensuring that all our centres are compliant with Health and Safety requirements, in liaison with relevant Team Head and centre managers.

All staff are asked to sign a Health and Safety agreement which is included in your induction papers or available from the Premises Manager – a copy of which is included in this handbook.

PLEASE SEE HEALTH & SAFETY AGREEMENT AND HEALTH AND SAFETY ARRANGEMENTS – APPENDIX

HEALTH AND SAFETY

Health & Safety at work statement:

Dear Links Colleague,

It is requirement of Health and Safety procedures that all Community Links staff understand and agree to follow Health and Safety guidelines as laid out below. Please take the time to read the statements, sign below as indicated and return as soon as possible to HR for your personnel file. If you have any queries please speak to your manager or a member of the Health and Safety Committee. Many thanks.

As an member of staff at Community Links I agree to the following conditions in respect of Health and Safety:

I have read or had explained to me the Community Links Health and Safety Policy which is in the staff handbook and have an understanding of the policy.

I understand that I have a responsibility to take all reasonable care to keep myself and my colleagues safe at work.

I undertake not to behave at work in a manner which is likely to cause danger to myself or any one else and to behave in a manner which sets a good example to others in respect of Health and Safety at work.

I will treat the premises and facilities in which I work with respect, using equipment correctly in order to avoid any unnecessary damage or loss.

I have read the guidelines in respect of PC use which is in the staff handbook and will abide by them when using a computer.

I will abide by all health and safety rules and regulations that may apply to my particular role or project. (you will be fully informed of any such requirements for your post by your manager).

I will report any accidents or near accidents to myself, colleagues, users of Community Links services or visitors to my manager or a member of the Community Links Health and Safety Committee as soon as possible after any incident.

If I have any concerns or questions in respect of health and safety, or, if I am unsure about procedures in respect of Health and Safety I will always ask for guidance from my manager or more experienced colleague before proceeding.

Name _____ signed _____ date _____

SAFETY ARRANGEMENTS / POLICY STATEMENT BY THE CHIEF EXECUTIVE OFFICER

This statement outlines my personal commitment to ensuring the health, safety and welfare of all those who may be affected by our activities, including employees, volunteers, members of the public, children and youth, and contractors whom we employ.

High standards of health and safety management and a good record of safety performance do not happen by accident, but as a result of constant vigilance, commitment throughout Community Links and a disciplined and rigorous approach to all that we do. We will aim to secure continuous improvement in health and safety management by:-

- Developing a culture which says “if it is not safe – don’t do it”. No-one is expected to work unsafely, and any member of staff will have my personal support for refusing to work when it is unsafe to do so.
- Leading a culture in which none of us accept any, unsafe acts or conditions, in an open environment where employees feel free to raise concerns.
- Developing management mechanisms to reduce, as far as possible, risks of personal injury, ill-health, fire and damage to property and the environment, as well as the risks of accidents.
- Complying with all relevant legislation and industry standards.
- Establishing challenging health and safety objectives both for Community Links and for its managers, and monitoring progress against those objectives. Individual health and safety objectives will weigh at least as much, as any other business objectives.
- Co-operating fully with all parties with which we interface.
- Providing adequate training and resources to enable the company and individuals to discharge their health and safety responsibilities.

It is only by the wholehearted commitment of all of us who work in the company that our objectives can be realised. I will ensure that opportunities are provided for employees to participate in health and safety initiatives, and to give and be given feedback on health and safety issues.

I confidently expect that this commitment will be shared fully with all staff. However because of the priority that attaches to health and safety, I do expect line managers to be ready to use disciplinary procedures, wherever there is a need to do so, to ensure health and safety commitments are adhered.

This policy has my total support, and the board of Trustees - for us to succeed, it needs yours too.

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Chief Executive Officer / Board of Trustees