



ESSENTIAL DRUG & ALCOHOL SERVICES

HEALTH AND SAFETY POLICY STATEMENT

Date of Adoption: June 2018 – Board Meeting 3 Signed (EDAS Chair)
Date of next review: Board Meeting 3 - 2021 By Whom: EDAS Board of Trustees

This policy is to be read in conjunction with the following EDAS policies & procedures:

*Hepatitis B&C Policy
Drug & Alcohol Policy
First Aid Policy
Personal Safety at work (Lone Working Policy)
Code of conduct guidelines
Smoke Free Policy
Stress at Work Statement
Driving at Work Policy
Fire Policy*

Introduction

The “Health and Safety at Work etc Act 1974” (HASAWA) and other regulations place duties upon employers, staff, and the self employed to protect everyone involved in, or affected by, work activities.

These duties have been improved in the years since the original Act in 1974 through continuing release of new regulations and approved codes of practice.

The process of development is expected to continue and has been given added impetus through the embodiment into UK law of EC Directives. The “Management of Health and Safety at Work regulations 1999” is a significant example.

This health and safety policy brings together into one document the procedures and guidelines developed within the organisation, and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Chief Executive, but the actual updating, and amendment may be delegated.

All staff and contractors are required to be familiar with, understand, and act upon its requirements.

All trustees, staff and contractors have a legal requirement to keep themselves and others around them safe while at work and to comply with statutory duties, and not to recklessly misuse anything provided by the organisation in the interests of health, safety and welfare.

This policy is issued with the authority of the Chief Executive and the Board of Trustees and its requirements are binding upon all staff.

Health & Safety Policy

The organisation recognises its responsibility for managing, and therefore monitoring our whole health and safety performance.

This policy explains the arrangements for implementing health and safety within the organisation, i.e. who does what, and the procedures to be followed which will ensure the health and safety of staff, students and visitors.

The Health & Safety policy contains a “Policy Statement” which contains the following:

- the intention of the organisation to constantly improve health and safety;
- acceptance by the Chief Executive of their duty in respect of health and safety;
- a commitment to review the policy as required;
- how the safety policy will be brought to the attention of all staff;
- the signature of the Chief Executive and the Chair of Trustees;
- the date

Health & Safety Policy Statement

The Board of Trustees and Chief Executive of EDAS have a duty to achieve the highest standards of health and safety within the organisation and through its undertakings for its staff, students, non-staff and members of the public.

The Board of Trustees and Chief Executive recognises and accepts that health and safety is an integral part of the day to day working of the organisation and receives the same commitment as other managerial functions.

1 The Board of Trustees and Chief Executive will so far as is reasonably practicable:

- a ensure that all plant, equipment, storage and systems of work are safe and without risk to health and safety;
- b ensure the safety and absence of risks to health in connection with the handling, storage and transport of articles and substances;
- c provide adequate health and safety information, instruction, training and supervision to enable appropriate standards of competence;
- d take all reasonably practicable measures to eliminate, reduce, isolate or control risks to the health and safety of its staff, students, non-staff and members of the public;
- e ensure that provision is made available for the maintenance of workplaces and the working environment for staff that ensure that they are safe, without risks to health and adequate facilities are made available for their welfare at work.

These provisions will be implemented in accordance with the requirements of the Organisation Health and Safety Policy, the Health and Safety at Work etc Act 1974 and associated legislation made under Section 16 of the Act, in particular the Management of Health and Safety at Work Regulations 1999 and the establishment within the Organisation of appropriate organisational / responsibility and suitable arrangements with which to support this policy.

A policy of this importance cannot be totally effective without the full commitment and cooperation of every member of staff. All members of staff have a responsibility to make sure that they are familiar with and aware of all the organisations requirements.

Failure to observe health and safety requirements by any member of staff could lead to disciplinary action.

2 Objectives for the implementation of the policy statement of intent

The Board of Trustees and the Chief Executive will take all reasonable steps to meet their responsibilities for Health and Safety by paying particular attention to the following:

- a. compliance with the requirements of The Health and Safety at Work etc Act 1974 and all other relevant health and safety legislation and approved codes of practice;
- b. a working environment that is, so far as is reasonably practicable, safe, without risks to health and with adequate facilities and arrangements for welfare at work;
- c. a safe place of work, and safe access to and egress from;
- d. plant, work equipment and systems of work that are, so far as is reasonable practicable, safe and without risk to health;
- e. arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f. sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
- g. necessary safety devices and personal protective equipment and supervision of their use;
- h. adequate financial provision to meet the approved codes of practice and requirements of all legislation including protective measures identified by risk assessment;
- i. a constant and continuing interest in all aspects of health and safety;
- j. investigating accidents and hazardous incidents involving or likely to involve personal injury; including completion of appropriate forms.
- k. to keep and maintain adequate records of accidents and violent incidents and provide appropriate management reports to help identify potential improvements;
- l. carrying out regular safety inspections;
- m. risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce workplace hazards;
- n. a smoke-free working environment.

3 Monitoring and Review

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and updated annually to ensure that it reflects revised legislative or organisational changes. A copy of this policy is available to every member of staff. The policy will be communicated to staff through regular training sessions and induction training.

4 Health and Safety Policy

The roles, responsibilities and arrangements for managing Health and Safety in the organisation are set out in the management chain. See Appendix 1

Signed:Mindy Bartlett - Chief Executive

Date:

Signed:Lynda Clarke - Chair of Trustees

Date:

