

Health, Safety and Welfare Policy

Introduction

Families United Network (F.U.N.) will continually strive to ensure that all its Health and Safety obligations are carried out to ensure the health safety and well-being of all members, employees, volunteers, contractors and members of the public visiting its premises at all times. F.U.N. will not tolerate any behaviour that falls short of this policy.

Aim

All individuals who have recourse to using the services and facilities at F.U.N. have a responsibility for putting these principals into practice and reporting any breaches they discover to a member of the management team, or to a Trustee.

Families United Network is aware that in most cases accidents and incidents can be remedied reasonably quickly with minimal intervention.

In some cases, it is necessary to source additional support from outside agencies including the Emergency Services.

Families United Network require that all illnesses, accidents, incidents, dangerous occurrences and hazards are reported to the Charity Development Manager or Business Manager.

Families United Network has a duty under law to ensure, so far as reasonably practical, the health, safety and welfare of its members, employees, volunteers, contractors and members of the public visiting its premises at all times.

Scope

F.U.N. has the following Health & Safety duties with regard to its employees and volunteers:

- Providing Health and Safety training for all employees and volunteers.
- Making the FUN workplace safe and without risk to health.
- Ensuring safe systems of work are set and followed.
- Ensuring articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Giving employees the information, instruction, training and supervision necessary for your health and safety.

Employees and volunteers have a legal obligation to work with the Charity and to comply with all health, safety and welfare duties and matters.

Employee and Volunteer Duties and Responsibilities Include:

- Attending Health and Safety training provided by Families United Network.

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- Taking reasonable care for their own Health and Safety and that of others who may be affected by what their action or inaction.
- Co-operating with Families United Network on Health and Safety matters.
- Appropriate usage of any safety items provided by the Charity, including personal protective equipment in accordance with training or instructions.
- Not interfering with or misusing any equipment provided for the safety of the employees and volunteers of F.U.N.

Responsibilities of F.U.N. Members, Contractors and Visiting Members of the Public

- Taking reasonable care for their own Health and Safety and that of others who may be affected by their action or inaction.
- Co-operating with Families United Network on Health and Safety matters.
- Appropriate usage of items provided by the Charity, including personal protective equipment in accordance with training or instructions.
- Not interfering with or misusing any equipment provided for the safety of members, contractors and/or members of the public.

Risk Assessments

- Risk assessments will be carried out for all activities, trips and events provided, delivered, or accessed by Families United Network.
- Risk assessments are carried out by the Service Co-ordinators for all activities and trips relating to their service.
- The Charity Development Manager and Project Co-ordinators are responsible for ensuring that all activities provided, delivered, or accessed by Families United Network are carried out in conjunction with information provided in the risk assessment.
- Families United Network risk assessments are kept in secure storage in the main office with copies in off-site files.

Safety Checks in the Workplace, On-Site & Off-Site

- All employees and volunteers working for Families United Network will be made aware of the Health and Safety policy and given training as required.
- Under the direction of the Service Coordinator, all employees and volunteers will be responsible for carrying out safety checks as required for on-site and off-site activities for all equipment provided, delivered or accessed by Families United Network.
- Adequate systems and equipment for the detection and control of fire will be in place.
- All employees, volunteers and members accessing F.U.N.'s services will be made aware of the fire procedures.

- Fire exits and fire extinguishers will be clearly signposted, remain free from obstruction and will be checked by a member of the Management Team and relevant professionals.
- Dangerous materials, chemicals and equipment will be stored securely and made inaccessible to members of F.U.N.
- Electrical equipment used by Families United Network is to be checked annually in conjunction with the Code of Practice for In-service Inspection and Testing of Electrical Equipment. This is the responsibility of the Business Manager to oversee.
- Equipment provided or accessed by individuals will be risk assessed and checked for hazards to ensure it is fit for purpose prior to use.
- Equipment requiring assembly will be assembled and dismantled with care and in conjunction with the manual handling policy.
- Public/outdoor space used for outdoor activities will be risk assessed prior to use.

Training

- This will cover all aspects of Health and safety and all procedures set out in this policy.
- Formal training is initially at induction, and thereafter delivered annually to all employees and volunteers.
- Informal training and reminders are provided during briefing and debriefing sessions as part of the process of delivering services. This will include going through and implementing the risk assessment for each activity/session.

Supervision of Individuals in the Care of Families United Network

- At family services with Families United Network, each member's health, safety and welfare remain the principle responsibility of the parent, guardian or carer at all times.
- All individuals accessing Families United Network services without their parents or carers will be appropriately supervised at all times in accordance with their assessed support needs.
- All illnesses, accidents, incidents, dangerous occurrences and hazards must be reported to management in line with Families United Network policies.
- Staff support ratios for members will be assessed and provided according to individual, group and activity requirements.
- Individuals accessing Families United Network services will only leave the premises with their own parents or carers or other previously authorised adults.
- Individuals accessing Families United Network services will not have unsupervised access to kitchens, cookers, or any other cupboards storing other potentially hazardous equipment or materials.

Prescription and Non-Prescription Medication

- Members, employees and volunteers requiring the use of prescription or non-prescription medication whilst at F.U.N. must inform the Service Co-ordinator of their individual requirements prior to attending the service.
- The Service Co-ordinator will assess the requirements of each individual case and agree the use of prescription or non-prescription medication at the service.

- All agreed medications must be contained in a secure storage area away from the reach of children and kept securely in the main office.
- Medication of which the Charity is not aware or has not been agreed, will not be permitted on-site at any time.
- It is considered gross misconduct for employees and volunteers to use or to be in possession of unsanctioned prescription or non-prescription medication whilst on-site or while working in paid or voluntary capacity for Families United Network.

Alcohol and Illicit Drugs

It is considered gross misconduct for employees and/or volunteers to be in possession of, or under the influence of, alcohol and/or illicit drugs whilst on-site or while working in a paid or voluntary capacity for Families United Network.

Hot Beverages

- All employees, volunteers and individuals providing, delivering or accessing the F.U.N. Coffee Shop will be made aware of the risks involved with the preparation, carrying and consumption of hot beverages. Lidded cups will always be provided for hot drinks.
- All employees, volunteers and individuals who utilise the Coffee Shop service will risk assess and restrict (within manageable reason) the issues surrounding preparation, consumption and transportation of hot beverages.

Hazards

If, in the course of an individual's duties with Families United Network, they observe a hazard, this must be reported as soon as is safe to do so to the Service Co-ordinator or the next most senior staff member on-site:

- All employees are responsible to ensure that the appropriate steps are taken to reduce or remove risk.
- The hazard will be logged in the Hazard Log for safety evaluation.
- Unless it is reasonably safe to do so, employees or volunteers should not attempt to address the hazard.
- Take reasonable precautions to ensure the health, safety and welfare of everyone involved.

Management

- Families United Network has a nominated Health and Safety Co-ordinator (Charity Development Manager)
- Any accidents will be reported to the most senior person present, such as the Service Co-ordinator or senior line manager.
- All accidents will be recorded with accident/incident forms which will then be submitted to the Service Co-ordinator.
- Completed accident/incident forms are to be kept in secure storage.
- All employees and volunteers working with Families United Network will be made aware of the Health & Safety Policy and given training as required.

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- Employees and volunteers will be made aware of the risk assessment process and appropriate training given as required.
- A register of all member, employees, volunteers and visitors coming on-site will be made on a daily basis.
- Fire safety equipment and Health and Safety Regulations must be checked and passed for any hired venue.
- A suitable first-aid box will be readily available at all times
- A trained first-aider will be present on-site at all times during operation of Families United Network's services.
- Copies of first-aid certificates will be held in the Families United Network's main office.

Families United Network value all who work with the charity and access its services. F.U.N. is committed to providing the best possible clubs and activities, and will continue to look for ways to improve its operations and services.

If there are any health, safety and welfare matter that any individual feels are not being addressed by Families United Network, they can contact the charity's management or trustees on 01582 420800 or emailing info@familiesunitednetwork.org.uk or by writing to the Charity Development Manager, c/o Families United Network at the following address: Unit 5 Britannia Estate, Leagrave Road, Luton, LU3 1RJ. Any such individual can remain anonymous if they wish.