

# ICOS Health and Safety Policy Statement

As the governing body of ICOS, the Board of Trustees takes the responsibility for the health and safety of our staff, volunteers and visitors very seriously. We embrace our health and safety responsibilities and make every effort to meet our legal duties for the health and safety of employees and others affected by our activities.

The Board of Trustees aims to achieve this by:

- Providing leadership.
- Having a formal role in developing strategies and approving relevant policies.
- Ensuring that adequate resources are provided to meet those strategies and policies.
- Ensuring that all its decisions reflect the health and safety policy.
- Encouraging the active participation of all employees and volunteers in improving health and safety.
- Monitoring health and safety performance.

The policy applies to all employees, volunteers and visitors, to all premises owned by, used by, or under the control of ICOS; and to all activities related to the functioning of ICOS.

ICOS seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in our activities. It is a fundamental principle that such a working environment should be safe and without risks to health, and it is imperative that all parties follow the requirements of this policy.

The Board of Trustees expects all staff and volunteers to commit to the achievement of the aims of this policy.

## Statement of Health and Safety Policy

The provision of a healthy and safe working environment is central to the ICOS`s commitment to the development of a Positive Working Environment. As a part of that commitment we recognise our legal duty to provide a safe and healthy workplace for staff, volunteers, visitors and others who may be affected by our activities.

The management of risks to health and the control of workplace hazards is a responsibility of everyone and all users of our premises should be committed to it.

It is vital that, as part of a positive health and safety culture, that staff, volunteers and members are equipped with knowledge, confidence and capacity to deal with health and safety issues is support of our wider aims.

## Key Objectives

ICOS is committed to implementing the following objectives:

- To integrate health and safety planning into the mainstream planning cycle.
- To support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others.
- To ensure that all staff and volunteers have the knowledge and competence they need to meet their individual and collective responsibilities.
- To provide competent specialist advice to support good decision making.
- To involve, consult and communicate with all staff and volunteers on health and safety issues.
- To work with recognised Trade Unions to secure workplace improvements.
- To work in partnership with other organisation where there are shared facilities or activities.
- To measure, monitor and review health and safety performance.
- To provide the resources necessary to meet the ICOS`s health and safety obligations.

## **Organisation**

The overall responsibility for this policy lies with the Board of Trustees, which gives delegated authority to appropriate staff members and volunteers.

The ICOS will define and keep under review the organisation it needs to implement the policy. This will include defining the specific health and safety.

## **Implementation of the Policy**

In the absence of paid staff, the Board will ensure that it is being implemented. Should there be paid staff on duty, they will then be responsible.

## **Review**

ICOS is committed to reviewing and developing its health and safety policy and the organisational and other arrangements required to deliver it. It will review the health and safety management system at least once every five years and will initiate additional reviews if circumstances so require.

## Risk Assessment for ICOS's premises

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<b>Prospective Risk</b>	<b>Who is affected by risk?</b>	<b>Prevention Procedures</b>	<b>Risk Rating</b>	<b>Severity of incident</b>	<b>What will happen if it occurs?</b>	<b>Extra Info</b>
Trips and Falls	Everyone	We will make sure there are warning signs if fall is wet and all wires and plugs would be out of site.	Medium	Low	The Person who falls would be taken aside to see if they are ok and checked to see if they need emergency care.	First aid kit would be on site.
Hot spillage/cuts from use of equipment	Anyone handling hot food or beverage.	Make sure there are lids and warnings on hot foods and children are supervised and kept away.  Cutlery etc. to be kept in the cupboard.	Low	Medium/High	Check to see how badly injured the person is and if they need to go to hospital so we will call an ambulance.	First aid kit would be on site.

Disagreements/assaults	Anyone who gets agitated or is, unknowingly to the organisers, prone to such behaviour.	Aggressive people will be asked to leave. Police might be called. Aggressive individuals might be excluded from the membership list and barred from our premises.	Medium	Medium	The trouble-maker would be asked to leave the building.	First aid kit would be on site. Use of CRB/DBS checked volunteers and staff, not leaving vulnerable people alone without CRB/DBS checked volunteers and staff present.
Fire	Everyone	Make sure everyone is informed about fire safety procedures and emergency entrances.	Low	High	As per the fire procedure: everyone to leave the building immediately through the front door – which is also the designated fire door.  Fire and rescue services will be	First aid kit would be on site.

					called and the building owner informed.	
Sexual assault	Everyone – especially vulnerable individuals	Use of CRB/DBS checks. No vulnerable people will be left solely in the presence of someone who is not CRB/DBS - checked.  Any concerns to be immediately highlighted to the staff member (or a trustee, if the concern is about a staff member).	Low	High	Reported to the police.	Use of CRB/DBS checked volunteers and staff, not leaving vulnerable people alone without CRB/DBS checked volunteers and staff present