



## Health & Safety Policy General Statement of Policy:

This document is the health and safety policy statement of the People Focused Group.  
Our Statement of General Policy is:

- To provide healthy and safe working conditions at work for all our employees, volunteers, members and visitors.
- To provide adequate training.
- To provide information, instruction and supervision for all our employees, volunteers, members and visitors.
- To provide and maintain safe equipment.
- To accept responsibility for all other people who may be affected by our activities.
- This policy will be kept up to date, particularly as the organisation changes in nature and size. It will be reviewed annually or sooner if work activities change or health and safety legislation is amended.

Signed By: (A. Butcher) Position: Director  
Date: October 2023 Review Date: October 2024

## Responsibilities

The person(s) with overall and final responsibility for health and safety is:

Kelly Hicks, Director of The People Focused Group, together with other Board Members.  
To ensure health and safety standards are maintained/improved the following responsibility in the following areas

- Health & Safety Co-Ordinator Lucy Heatley

All employees have to:

Co-operate with Managers, the Directors and PFG Board 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)

Kelly Hicks, Director of the PFG is responsible for the registration of the PFG with Doncaster Metropolitan Borough Council (DMBC)  
Health & Safety Risks Arising from our Work Activities

Risk Assessments will be undertaken by:

Health & Safety co-ordinator – Lucy Heatley / Kelly Hicks

Action Required to remove/control risks will be approved by:  
Kelly Hicks – PFG Director

Health and safety coordinators and managers will be responsible for ensuring action required is implemented.

Health and safety coordinator will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed annually or when work activity changes, whichever is the soonest.  
Consultation with Employees and Volunteers & Monitoring

Employee and Volunteer Representatives are:

- Mark Gibson
- Lucy Heatley
- Kelly Hicks
- Andrea Butcher
- Cat Eccles

**Consultation with employees and volunteers, monitoring of our working conditions is provided by:**

- Quarterly meetings of the representatives (see above)
- Bi-monthly PFG staff and volunteer meetings.
- Weekly management meetings
- Annual policy review and risk assessments (or sooner if work activities change)

### **Safe Equipment**

Kelly Hicks will be responsible for:

- Identifying all equipment and internal fittings (buildings) needing maintenance
- Ensuring effective maintenance procedures are drawn up and relevant maintenance and safety checks are implemented

Any problems found with equipment/fittings should be reported to management/staff  
Kelly Hicks and Managers will ensure all the equipment meets health and safety standards before it is purchased.

### **Safe Handling and Use of Substances**

Health and Safety Co-ordinator is responsible for identifying all substances which need a COSHH assessment for undertaking such assessments.

The findings of the risk assessment will be reported to: • The Board of Directors  
Actions to remove/control risks will be approved by: • The Board of Directors

Health & Safety co-ordinator and managers will be responsible for ensuring action required is implemented.

Health and safety coordinators will check that the implemented actions have removed/reduced the risks.

Kelly Hicks (Director) will ensure all new substances can be used safely before purchase. Note: Safe handling of substances include those used by cleaning or other contractors on site. Assessments will be reviewed annually or when new substances are brought in to use, whichever is soonest.

### **Information**

The health and safety law poster are displayed in the main room and Safe Space main room  
The director and health and safety coordinators have access to various information, leaflets and documents and can signpost to sources of advice.

## **Health & Safety Training**

Induction training will be provided to all new members and employees by managers.

Fire precautions and instructions will be delivered by Mark Gibson.

Responsibility for specific training for any equipment or new areas of work will be carried out on an ongoing basis by PFG directors and managers.

Accidents, First Aid and Work Related Ill Health

The person responsible for investigating and reporting accidents, incidents and near miss's and investigating work related ill health is Kelly Hicks.

The accident book is kept in the main office and the person responsible for maintaining the accident book is Lucy Heatley.

Note: All staff and volunteers are responsible for reporting accidents – including near misses to the director and management.

Reporting such incident and accidents will normally be via managers who may carry out an initial investigation and ensure appropriate documents are completed.

## **First Aid**

The person responsible for the first aid assessment and provision, including the training of first aid officers is Lucy Heatley

The person responsible for the maintenance of first aid records and arranging training/renewal of certificates is the H&S Co-Ordinators

## **Qualified First Aiders are:**

Glyn Butcher  
Connor Cambridge  
Lucy Heatley

First aid boxes are situated in the ground floor office and second floor office. Safe Space has a first aid box situated in the Kitchen Cupboard.

## **Emergency Procedures and Fire Precaution**

Kelly Hicks is responsible for ensuring fire risk assessments are undertaken and implemented. The Director and Managers hold responsibility for carrying out

- Fire risk assessment
- Obtaining and organising maintenance of fire equipment testing fire alarms weekly;
- Checking escape routes weekly;
- Writing fire drill & emergency and evacuation procedures
- Informing and training all staff and volunteers in fire, emergency and evacuation procedures.
- Ensuring adequate fire notices displayed on site
- Maintaining a site fire register.

Reception Admin Staff is Responsible for:

Keeping and updating record of all fire equipment alarm tests, equipment maintenance and the site fire register.