



the brain injury association

## **Health and safety policy**

### **1. Introduction**

We are committed, so far as is reasonably practicable, to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the voluntary sector.

We will observe the Health and Safety at Work Act 1974 (**HASAWA**) and all relevant regulations and codes of practice made under it from time to time. We will take into account any recommendations made by the Health and Safety Executive (HSE) with regard to health and safety issues and where appropriate, we will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to us.

The commitment to health and safety is a management responsibility equivalent to that of any other management function. It is the duty of senior managers to uphold this policy at all times and to provide the necessary funds and manpower.

We will conduct business in such a way as to ensure, so far as is reasonably practicable, that persons not employed by us but who may be affected by its activities are not exposed to risks to their health and safety.

This policy is non-contractual and may be amended from time-to-time.

### **2. Roles and responsibilities**

We are responsible for:

- i. assessing the risk to the health and safety of our employees and others who may be affected and identifying what measures are needed to comply with relevant health and safety obligations;
- ii. providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risk to health;
- iii. ensuring that all safety devices and equipment are correctly installed and maintained;
- iv. providing information, instruction, training and supervision in safe working methods and procedures;
- v. providing and maintaining a healthy and safe place of work and a means of access to that;

- vi. promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation;
- vii. establishing emergency procedures as required;
- viii. monitoring and reviewing the management of health and safety at work; and
- ix. keeping this health and safety policy under review and revising it as necessary.

This policy requires the full co-operation of all employees, who are expected to give all possible assistance aimed at its successful implementation and take reasonable care for their own safety and that of others. Each employee must therefore:

- i. comply with any safety instructions and directions issued by us;
- ii. take reasonable care for their health and safety and that of others (including those who are not employed by us) who may be affected by the acts or omissions at work of employees, by observing the health and safety rules that apply to them;
- iii. co-operate with us to ensure that the aims of the health and safety policy are achieved and any duty or requirement imposed on us by or under any of the relevant statutory provisions is complied with;
- iv. report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury;
- v. use equipment or protective clothing in accordance with the training they have received;
- vi. report any potential risk or hazard, or malfunction of equipment, to the person responsible.

In addition, we expect all agency staff, contractors, consultants and any other individual working for us to observe it.

If employees fail to comply with our health and safety rules or procedures, or do not carry out any specific health and safety duty assigned to them, it will be regarded as misconduct and dealt with under our disciplinary procedure.

While general responsibility for health and safety within Headway lies with the Chief Executive and each and every individual employee, certain managers have specific responsibilities to ensure that our health and safety policy is maintained at all times.

We allocate responsibility for health and safety matters as follows:

- The Chief Executive has overall responsibility for giving effect to this policy.

- The Director of Finance and Administration is responsible for ensuring there is consultation on health and safety matters with staff, either through representatives of recognised trade unions or through representatives of other groups of employees, as appropriate, in order to maintain health and safety at work.
- The Office Manager is responsible for the implementation and monitoring of health and safety policies.
- All managers are responsible for the implementation of the health and safety policies in the areas under their control.
- All employees are responsible for observing all safety rules and co-operating with the manager responsible for implementing our health and safety policy to achieve a health and safe working environment and to take reasonable care of themselves and others.

### **3. Dealing with and reporting incidents**

We have several trained first aiders, who are listed on the internal telephone directory, which is regularly updated and circulated to all employees.

Employees should contact a first aider when an accident occurs. They should provide their name, location and brief details of the incident.

If an employee suffers an accident on our premises, they or someone on their behalf must report that fact to their manager as soon as practicable after the event. A record should be made in the accident book of all accidents, however trivial.

Nottingham office: An accident book is kept in the kitchen of the office at Bradbury House, Nottingham.

London office: an accident book is kept in the kitchen of the office in Colliers Wood, London.

### **4. Emergency evacuation and fire precautions**

Employees should familiarise themselves with the instructions about what to do in the event of fire. These instructions are displayed on notice boards and available from managers.

Employees should ensure they know where the fire extinguishers are and that they are aware of their nearest fire exit and alternative ways of leaving the building in an emergency.

Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm employees must follow their instructions.

Regular fire drills will be held to ensure that our fire procedures are effective and to

ensure employees are familiar with them. These drills are important and must be taken seriously.

All employees are required to undertake mandatory fire safety training on an annual basis.

Employees must notify their manager as soon as possible if there is anything (for example, impaired mobility) that might impede their evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of colleagues working in their vicinity and the fire warden responsible for overseeing their evacuation.

Upon discovery of a fire, employees, volunteers and visitors should not attempt to tackle it unless they have been trained or feel competent to do so. Employees, volunteers and visitors should operate the nearest fire alarm and, if there is sufficient time, contact the office manager and report the location of the fire.

On hearing the fire alarm employees, volunteers and visitors should remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the fire wardens. Employees, volunteers and visitors should not stop to collect personal possessions, not use the lifts, and not re-enter the building until they are told that it is safe to do so.