

NEW OPPORTUNITIES FOR COMMUNITY AND SUPPORT (NOCS) Health and Safety Policy

Introduction

NOCS' Board of Trustees has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustees, volunteers and members to uphold this policy and to provide the necessary funds and resources to put it into practice.

NOCS' Board of Trustees is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the **Health and Safety at Work Act 1974**, (including amendment 2005), ("HASAWA") and **Management of Health and Safety at Work Regulations 1999** (including amendment 2006) and all relevant regulations and codes of practice made under it.

1. NOCS Responsibilities

The Trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **Francoise (Fran) Henon-Lees**

All accidents or unsafe incidents will be investigated by **Byron Quayle** on behalf of the Trustees as soon as possible and then reported to the Board of Trustees at their next available meeting, or immediately if the issue is urgent.

Fran Henon-lees, working closely with the Lead Trustee for Health and Safety, Byron Quayle, responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips/outside events are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation

- Establishing emergency procedures as required;

2. Volunteer Responsibilities

All NOCS Volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to Fran Henon-Lees or a Trustee at once.
- They record accidents or near misses at work in the accident book kept in the cabinet in the NOCS office.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything that they think could be in any way unsafe, they will report it.

3. Risk Assessments

The responsible Trustee, **Byron Quayle**, will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- change of premises
- trip or event at another location to organise
- change in legislation
- significant change in activities/work carried out by NOCS
- transfer to new technology

or any other reason which makes original assessment not valid.

4. Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

5. Resolving health and safety problems

Any volunteer with a health and safety concern must first tell **Fran Henon-Lees**, who in turn should inform **Byron Quayle**, responsible Trustee. They will investigate promptly and agree appropriate steps.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible Trustee decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Chair of Trustees, **Neil Kernon**. This must be in writing. The Chair will ensure a prompt response in consultation with an appropriate non-related Trustee.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Board of Trustees.

Policy agreed Jun2018

Policy reviewed Jun2020

Policy reviewed Jun2022

This policy will be reviewed every two years by the Board of Trustees, or sooner if required by changes in NOCS circumstances or by changes in law.

New Opportunities for Community and Support in partnership with Noc's Box

