

**Rory's Well**  
**Health, Safety and Staff Welfare Policy**

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# Rory's Well Health, Safety and Staff Welfare Policy

## Section 1

***The promotion of Health and Safety at work must be a mutual objective for Trustees, staff and volunteers.***

**Trustees will therefore:**

Provide and maintain safe and healthy working conditions in accordance with the health and safety at work Act 1974 and all subsequent statutory requirements

Carry out suitable risk assessments.

Maintain a constant and continuing interest in all aspects of safety

**Trustees and volunteers have a duty to co-operate fully in the operation of this policy by:**

Working safely and efficiently and adhering to health and safety policy/manual in full

Immediately reporting incidents (including accidents, near misses that have resulted in, or may lead to injury)

Assisting with the investigation of accidents and aiding the introduction of measures to prevent a recurrence

This policy has the full support and total commitment of the Board of trustees, and will be regularly monitored to ensure that the objectives are achieved. It will be reviewed in the light of legislative or organisational changes.

## Section 2

### Accountability

#### What

#### Who

Overall responsibility for Health and Safety	Board of Trustees
Operation of the Policy	Chair of Trustees
Formal and regular assessments of Health and Safety risks and the initiation of action to reduce or eliminate these risks	Chair of Trustees
Reasonable care for trustees, volunteers, and visitors	Individuals

Should any employee or volunteer have a concern about safety, health or welfare they should raise this with the Chair of Trustees, should a satisfactory outcome not be reached through this process concerns should be outlined to the Board of Trustees.

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### **Section 3**

#### **3.1 Display Screen Equipment**

The Health and Safety regulations 1992 were introduced to enable employers and employees to minimise any risks arising from the use of VDUs and other display screen equipment used for work.

The legislation requires written assessments of existing work environments, furniture and equipment. Any risks identified must be rectified as soon as is reasonably practicable. The primary purpose of the regulations is to ensure that employees using VDUs have work surroundings, equipment and furniture that enables them to work effectively and in comfort. Although our work is carried out through Trustees and volunteers, not employees we expect you to apply similar standards.

When carrying out Rory's Well work you should therefore:

- Make suitable and sufficient analysis of the work station and make changes where necessary
- Take regular breaks or changes to work carried out on the VDU
- Ensure you take appropriate eye sight tests every two years, and wear corrective glasses is required\*

\* Where glasses are required the cost remains the responsibility of the individual.

#### **3.2 No Smoking Policy**

To ensure the health and safety of trustees and volunteers during meetings smoking is prohibited on Rory's Well business.

Smoking is permitted in outside areas only and consideration will be given to smokers leaving the meeting /project to smoke during lunch times/breaks.

#### **3.3 Alcohol and substance abuse**

Because of the potential health and safety risk involved, consumption of alcohol on is strictly restricted to social events approved by the Chair or a Trustee.

All Rory's Well Trustees must present themselves fit for work whilst on Rory's Well business. Incapacity at work, whilst on Rory's Well business due to alcohol or other substance abuse is a disciplinary offence, which can lead to dismissal and or suspension from voluntary work for Rory's Well .

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### **3.4 Stress Management**

The Health and Safety commission defines stress at work as follows:

"Stress is the reaction people have to pressures or other types of demands placed upon them"

Every job brings its own pressures and demands, these are an unavoidable part of working life, some pressure can be a good thing, keeping staff motivated and providing a sense of achievement and job satisfaction. However, people's ability to deal with pressure can cause stress which may be harmful

Rory's Well recognises the most effective way of tackling harmful, excessive work place stress is to prevent it at source; therefore, early recognition of problems is important, and monitoring of possible stress induced illness through review by the Chair of the Trustees

### **3.5 Recording Incidents, Accidents and Near Misses**

Rory's Well accident book is maintained at Keepers and is used as:

- A record of all accidents that have occurred whilst trustees and volunteers are on Rory's Well business
- A record of any sickness possibly caused or made worse by Rory's Well work and dangerous occurrences or "near misses".

The Chair of Trustees must report the following to the Health and Safety Executive

- Death or major injury

### **3.6 Overseas Fieldwork and or visits**

Rory's Well acknowledges that its Trustees and volunteers may be asked to travel in the course of their project work, all of which will take place in areas of the world deemed safe by the Foreign and Commonwealth office, ensuring as far as is reasonably practicable, that employees and volunteers are protected from risk to their health and safety when working overseas. **You must not travel to areas subject to Foreign and Commonwealth Office restrictions.**

Trustees and volunteers must ensure they have consulted with their doctor before travelling and arranged for relevant immunisation, protection from malaria, and comprehensive medical insurance; **travel against medical advice is not permitted.**

The effective safe management of trustees and volunteers travelling overseas requires review and feedback. It is important to learn from experience and feed this into future trips to help towards safeguarding Rory's Well staff.

The following checklist should be considered and discussed with your project manager before travelling:

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- Inform Rory's Well of any medical conditions that may affect your ability to travel, consult with your GP if you have any doubts.
  
- Make sure that you have asked about the organised vaccinations well in advance (some need a few weeks to become effective).
  
- The Foreign Office will be able to provide information on the necessary vaccinations, local politics and areas to avoid.
  
- make any accommodation bookings in advance and do **not stay in accommodation unless you are satisfied that the accommodation is safe, secure and of sufficient hygiene standards to prevent the spread of diseases**
  
- Carry money and valuables safely, and wherever possible leave them in the hotel safe.
  
- Where there is a particular risk in a country of an infection in the event of injury, a first aid bag which includes syringes must be available throughout the trip
  
- On returning from your trip ensure you are well rested and well before returning to normal activities.