



Stand-by-me
Bereavement Support

Health & Safety Policy

Approved by Stand-by-Me Trustees: 15/3/21

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1.0. Policy Brief & Purpose

This is the Health and Safety Policy Statement of Stand-by-me Bereavement Support Service for Children. This policy is in accordance with Health and Safety at Work Act 1974

Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace.
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are safe to carry out their work.
- Engage and consult with employees and volunteers on day-to-day health and safety conditions.
- Implement emergency procedures i.e. Evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage /use of substances.
- Review and revise this policy as necessary at regular intervals.

2.0. Responsibilities

The overall and final responsibility for health and safety is that of the Trustees of Stand-by-me. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Administration Manager for matters relating to staff safety, equipment safety etc, and to the Clinical Service Manager for matters relating to the safe delivery of Groups.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- **First Aid:** Karen Stanton & Lisa Lowe (as at 18/3/25)
- **Fire Marshall:** All holders of HYT Keys

All employees, volunteers and Trustees must:

- co-operate with managers 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).

3.0. Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the Clinical Service Manager or most senior staff member available whether working online or in person.
- The findings of risk assessments will be reported to the Chair of Trustees.
- Action required to remove/control risks will be approved by the Chair of Trustees or in their absence the most senior member of staff available.
- The Chair of Trustees will be responsible for ensuring the action required is implemented.
- Health and safety risks and significant incidents will be reported regularly to trustees.
- Risk Assessments will be carried out for new events/activities.
- Groups – A written risk assessment will be carried out at the beginning of each group and visual assessments will be completed each week.

4.0. Consultation with employees and volunteers

Stand-by-me will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example, new equipment, new ways of working and new procedures.
- information we provide to employees and volunteers on the risks to health and safety arising from their work.
- measures to reduce or mitigate these risks and what they should do if they are exposed to a risk, including emergency .
- planning and organising health and safety training where required
- The information provided to employees and volunteers will be in a form that can be easily understood.
- Stand-by-me will consult directly with employees and volunteers through regular team/staff meetings and face-to-face discussions.
- Stand-by-me will allow enough time for employees and volunteers to consider the issues and give informed responses.
- Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations.
- Stand-by-me will take employees' and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

5.0. Safe equipment

- The Administration Manager and/or Clinical Service Manager will have overall responsibility for identifying all equipment needing maintenance.
- The Administration Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The Administration Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Administration Manager and/or Clinical Service Manager or in their absence the most senior member of staff available immediately.
- The Administration Manager will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

6.0. Safe handling and use of substances

- The Clinical Service Manager and/or Administration Manager will have overall responsibility for checking that new substances can be used safely before they are purchased.
- Stand-by-me does not currently use or store any substances which need a COSHH assessment.

7.0. Safe use of VDU equipment

- The Administration Manager will have overall responsibility for ensuring that the use of workstations is analysed and risks reduced, including putting controls in place, and providing information and training to staff and volunteers.
- The Administration Manager will ensure that VDU risk assessments are completed as necessary. See Appendix 1 – Working with Display Screen Equipment (DSE) and Appendix 2 (HSE VDU Assessment Checklist).

8.0. Manual handling

- The Clinical Service Manager and/or Administration Manager has the responsibility for ensuring that hazardous manual handling operations are avoided so far as is reasonably practicable. When necessary, tasks will be redesigned to avoid moving the load or by automating or mechanising the process.
- An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be made and any risk of injury from those operations will be reduced so far as is reasonably practicable.

- Where possible, mechanical assistance, for example, a sack trolley or hoist, will be provided. Where this is not reasonably practicable changes to the task, the load and the working environment will be explored.

9.0. Information, instruction and supervision

- The Health and Safety Law poster is displayed in the Kitchen at Hitchin Youth Trust
- Health and safety advice is available from the Clinical Service Manager or the Administration Manager.
- The Clinical Service Manager and/or Administration Manager are responsible for ensuring that our employees and volunteers working at locations under the control of other organisations are given relevant health and safety information.

10.0. Competency for tasks and training

- Induction training will be provided for all employees and volunteers.
- Training records, including health and safety, are kept by line managers.
- Training will be identified, arranged and monitored by line managers. The Chair of Trustees is responsible for maintaining an overview of training undertaken and reporting on this to Trustees.

11.0. Accidents, first aid and work-related ill health

- The first aid box(es) is/are kept in the Kitchen at HYT and by the Group leader at other venues.
- The appointed first aiders are Karen Stanton & Lisa Lowe. All accidents and cases of work-related ill health are to be recorded in the accident book.
- Appointed first aiders are required to keep their training current within the current guidelines.
- The book is kept by the Group Leader.
- Following investigation finds, the Chair of Trustees is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies and to Trustees.

12.0. Fitness to practice

- Employees and volunteers have a responsibility to monitor and maintain their fitness to carry out their duties at a level that enables them to provide an effective service.
- If their effectiveness becomes impaired for any reason, including health or personal circumstance, they should seek advice from their supervisor, line manager or, in the case of group volunteers, the group leader.
- If necessary, they should withdraw from practice until fitness to practice is restored.

13.0 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we may:

- Carry out inspections and spot checks on venues and workspaces.
- Investigate any accidents or sickness absences that occur.

The Chair of Trustees is responsible for:

- ensuring accidents are investigated
- ensuring work-related causes of sickness absence are investigated
- ensuring action is taken on investigation findings to prevent a recurrence and that trustees are kept informed and consulted about action taken.