

## Health and Safety Policy

### What do we mean by Health and Safety?

Health and Safety at work is the promotion and maintenance of the physical and mental wellbeing of staff by creating a working environment which is safe and healthy and is one where the welfare of staff is a major factor. In addition, Health and safety considerations extend to those visiting our premises and those to whom we provide services.

### The Policy

Deafblind Scotland is committed to providing a healthy and safe working environment for our employees, and others who may be affected by our work activities including persons using our services.

We accept the aims and provisions of the Health and Safety at Work Act 1974 and other relevant health and safety legislation.

We are committed to:

- Developing a positive Health and Safety culture throughout the organisation
- Identifying risks and hazards, and carrying out control measures to minimize such risks so far as reasonably practicable
- Providing and maintaining work equipment without risk to health
- Providing information, instruction, training and supervision to staff to enable them to carry out their work safely
- Ensuring that employees, volunteers, contractors, etc are made aware of this Policy
- Reviewing Health and Safety Issues and performance in accordance with Deafblind Scotland's Health and Safety Policy
- Reviewing and updating the Health and Safety Policy as necessary
- Undertake annual Health and Safety Audits in all Deafblind Scotland's premises
- Report to Deafblind Scotland Board of Directors on health and Safety matters to ensure that Health and Safety is acknowledged and embraced by the governance function of the organisation

## **Responsibilities**

Overall and final responsibility for Health and Safety within the organisation rests with the Chief Executive, on behalf of the Board of Directors, who delegate day-to-day responsibilities to the Health and Safety Officer whose name and contact details will be printed on notice boards.

**All Employees** have a responsibility to co-operate fully with health and safety requirements in order to achieve a healthy and safe working environment.

**All Employees** are required to take reasonable care to ensure the safety of themselves and of others while carrying out their work activities.

**All Employees** are required to report and record all incidents in the accident book and where a serious accident occurs, this has to be reported to the Health and Safety Officer, or Chief Executive, as soon as possible.

**All Employees** must take responsibility to report any known health or safety problem to the Health and Safety Officer, line Manager, or Chief Executive.

**All employees** must be committed to providing healthy and safe working environments for all who may be affected by our work activities including persons using our services.

**All Employees** accept the aims and provisions of the Health and Safety at Work Act 1974 and other relevant health and safety legislation.

## **Health and Safety Officer**

Health and Safety induction training, job specific training and Risk Assessments will be arranged by the Health and Safety Officer in conjunction with line managers.

It is the responsibility of the Health and Safety Officer to ensure that reportable accidents under Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the Health and Safety Executive.

The Health and Safety Officer is required to inform the Chief Executive of all serious accidents as soon as possible.

## **Head of Finance**

The Head of Finance will ensure that financial and other resource implications relating to the Policy statement are budgeted for to allow Deafblind Scotland to meet its Health and Safety objectives.

## **Volunteers**

Health and Safety legislation also places responsibilities on volunteers who work for and on behalf of Deafblind Scotland.

This includes the responsibility of the volunteer to:

- Take reasonable care for their own Health and Safety as well as that of others who may be affected by their work activities.
- Co-operate with any requirements in order that Deafblind Scotland can achieve their Health and Safety Policy objectives.
- Notify the Health and Safety Officer of any health and safety problems that they identify.
- Report all incidents in the accident book and where a serious accident occurs, this has to be reported to the Health and Safety Officer or Chief Executive, as soon as possible.

## **General Arrangements**

### **Risk Assessments**

Risk assessments will be undertaken by the Health and Safety Officer, or appropriate service manager, who will report findings to the Chief Executive, who will approve the action(s) required.

The Health and Safety Officer will be responsible for making sure that the action is carried out and that risks have been reduced. Assessments will be reviewed every 12 months or when an activity changes.

### **Consultation**

Consultation with staff will be mainly through staff meetings, and where necessary individual discussions which directly involve their work.

### **Equipment**

Risk Assessments will be undertaken on equipment when there is a significant risk.

When new equipment is purchased, a Risk Assessment will be undertaken prior to its use.

All equipment will be regularly maintained, and records kept. Any equipment that is found to be faulty should be reported to the Health and Safety Officer or line manager, immediately.

### **Substances**

All chemicals or substances will be assessed and staff informed accordingly. Assessments will be reviewed every 12 months or when an activity or substance(s)/chemical(s) has changed.

## **Information, Instruction and Supervision**

Copies of the Health and Safety Law Poster are displayed within office premises and Health and Safety advice is available from the Health and Safety Officer or line managers.

Supervision of new workers/trainees will be undertaken by their line managers.

## **Training**

Health and Safety induction training and job specific training will be provided for all employees and volunteers as appropriate.

## **First Aid**

All accidents and incidents will be recorded in the Accident book located beside the First Aid Box. Accidents and incidents involving staff working outwith the office environment should be reported to line manager as soon as possible and recorded appropriately. An accident/incident form should be completed as soon as possible and forwarded to Service Manager for risk assessment to be carried out where appropriate.

A First Aid Box is held within each area. First Aid notices identifying position of First Aid box and first aid person are available within these areas.

All serious accidents are to be reported to the Health and Safety Officer or line manager, as soon as possible.

Deafblind Scotland will ensure that a certificated First Aider is available to staff.

## **Fire and Evacuation**

Fire Safety equipment will be regularly tested and maintained, and records kept.

Fire evacuation procedures will be carried out in accordance with current legislation and details recorded.

Details of fire risk assessments, which take into account deafblind persons, will be available locally.

In the event of fire, all buildings (offices/shop) will be immediately evacuated, and a staff member will dial 999

It will be the responsibility of the Fire Warden to ensure that the area has been completely evacuated.

All staff and visitors should assemble at the assembly point indicated on the fire regulations notice.

It will be the responsibility of the Fire Warden to ensure that all staff and visitors have been accounted for.

Fire exits and escape routes will be kept clear at all times.

## REFERENCES

The Health and Safety at Work Act 1974  
The Management of Health and Safety at Work Regulations 1999  
The Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice. (as amended 2009)

## Health and Safety Control Measures

### Communication Support – Some Do's and Don'ts

# DO

*Warm-up before using  
DBM or hands-on signing*



*Have a break between  
assignments*



*Make sure seating is  
appropriate*



# DON'T

*Tolerate poor conditions  
e.g. a speaker who can't  
be heard*



*Accept assignments  
beyond your skills level*



*Work for more than 6  
hours without a break*



## Health and Safety Control Measures

### Guiding- Some Do's and Don'ts

# DON'T

*Communicate when you need to concentrate on guiding*



*Take on more than you can physically cope with*

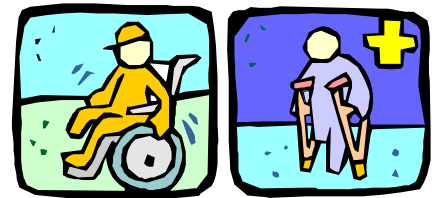


# DO

*Wear sensible clothing and shoes*



*Consider age, mobility, physical fitness of the deafblind person*



*Allow enough time for your journey*



Health and Safety Control Measures

Driving - Some Do's and Don'ts

# DO

*Follow the Highway Code*



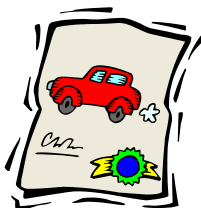
*Make sure everyone is belted in*



*Ensure dogs are secure away from driver*



*Ensure you have business insurance*



# DON'T

*Communicate in DBM or Sign while driving*



*Use a mobile phone while driving*



*Drive when you are hung-over, tired or ill*



Health and Safety Control Measures

Personal Health - Some Do's and Don'ts

# DO

*Wash hands frequently*



*Cover any wounds you may have. Also ask the deafblind person to cover wounds they may have.*



*Speak to your own doctor about any concerns*



*Report all incidents/accidents even though no one was injured*



# DON'T

*Work while ill*



*Spread colds/viral infections*



*Bottle up your concerns*



*Feel as if you're on your own*





Health and Safety Control Measures

Personal Safety – Some Do's and Don'ts

# DO

*Plan your journey*



*Tell the office where you are, then keep in touch*



*Report any unacceptable behaviour*



*Leave if you feel uncomfortable*



# DON'T

*Park in poorly lit areas*



*Carry money or valuables*



*Allow people to be offensive to you*



*Hug or cuddle clients*



*Accept too many people being present during a visit*



## Deafblind Scotland Employee Responsibilities

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_