

POWYS CHALLENGE

Registered Charity Number 1091494 Company No: 4350654

HEALTH AND SAFETY POLICY

Powys Challenge recognises its responsibilities under the Health and Safety at Work Act, 1974, to ensure the health, safety and welfare at work of its staff, volunteers, clients and members of the public.

Powys Challenge believes that the successful implementation of this policy depends upon the co-operation of all members of its staff and volunteers. It is our intention that as we develop and improve this policy, staff and volunteers should be fully involved in the process. Matters related to the policy will be discussed as necessary at quarterly Trustee meetings. Items requiring decision will be ratified by Powys Challenge.

Health and Safety Manuals

Each work place will produce a Local Health and Safety Manual setting out what arrangements are made to ensure that Powys Challenge's Health and Safety Policy is carried out locally. The completion and implementation of these local manuals will be the responsibility of the staff member in that location. The local manuals will be based upon the policies of Powys Probation Services.

Implementation of Health and Safety at Work

Powys Challenge carries final responsibility for the implementation of this policy. However, they delegate to the Chief Officer the day-to-day responsibility for ensuring that staff adopt an appropriate approach to health and safety. Where financial implications arise, the Trust will sanction and oversee the necessary expenditure.

All offices will hold an Accident Report book. Any accident occurring on the premises will be recorded.

Fire precaution policies will be those adopted by Powys Challenge and staff and volunteers will co-operate with fire drills and evacuation procedures.

All staff will undertake a First Aid at Work course as soon as one is available locally. There is an appointed First Aid staff member in location. A first aid box is available within Trafford House offices.

All offices will update their Health and Safety Manual annually in consultation with National Probation Service.

The Chief Officer will be responsible for ensuring that all legal requirements under the Health and Safety at Work Act and other legislation are met.

Staff Members in each location will be responsible for ensuring that the Health and Safety Policy is implemented.

Personal Safety of Powys Challenge Staff (Guidelines)

The following guidelines are intended to encourage members of staff to approach potentially hazardous working situations with common sense:

(a) When setting up interviews:-

- always record the name and address of the interviewee
- don't interview anyone who turns up unexpectedly; ask her/him to return at another time for a formal interview
- make sure that a colleague or member of the user Agency staff knows when you are conducting an interview
- ensure that details of interviews are recorded in the office as well as in personal diaries

(b) If interviewing involves remaining in an empty building with the interviewee, you may wish to arrange an alternative venue.

If an alternative venue is chosen, e.g. a coffee bar, ensure that the interviewee understands the reason for conducting the interview outside the office and that confidentiality can be maintained.

You can use a formula such as:- Powys Challenge discourages staff from remaining in empty offices after 6pm, therefore I suggest we meet at

(c) If you have to work out of the office out you should

- inform the office of where you are going and when you expect to return
- consider whether it is advisable to go alone

(d) If you have any particular concerns about your personal safety, you should discuss them with your colleagues and line manager.

The Health and Safety of volunteers is equally as important as that of staff. Training will be given to all volunteers in Health and Safety matters and the following document will be issued to all volunteers.

Health and Safety

Our activities - both those of Powys Challenge as an organisation and yours as volunteers - are governed by the Health and Safety at Work Act (1974) and other legislation. The responsibilities listed below are designed to ensure that you remain safe. Some of these responsibilities fall to Powys Challenge and others to you, the volunteers.

Powys Challenge's Responsibilities

It is the project's responsibility under the Health and Safety at Work Act to ensure the health, safety and welfare at work of volunteers. In order to discharge this responsibility Powys Challenge will:

- Ensure that all procedures are effective in selecting suitable volunteers.
- Provide sufficient training to enable volunteers to perform the tasks they are asked to undertake effectively.
- Define clearly the nature of tasks and the boundaries to be observed.
- Ensure that volunteers have access to all relevant information concerning the clients with whom they work.
- Ensure that volunteers are adequately supervised either by the appropriate case officer or by Powys Challenge staff.
- Ensure a safe working environment for volunteers in compliance with the spirit and letter of the 1974 Health and Safety at Work Act.
- Ensure that referring officers have considered any risk implications before involving a volunteer.
- Ensure that all volunteers are aware of the implications of visiting clients outside the office environment.
- Ensure that Health and Safety matters are covered in all introductory volunteer training courses.

Volunteers' Responsibilities

All volunteers have a responsibility for her/his own health and safety - and for that of others with whom they work. To this end, volunteer must:

- Ensure that they carry out their volunteering duties in line with Powys Challenge policies.
- Ensure that they carry out their volunteering duties in line with the policies of the referring agencies. It will be the responsibility of the referring agencies to advise you of these.

Health and Safety Guidelines for Volunteers

These guidelines are intended as reminders. The practices are common sense ones which you would be likely to observe under any circumstances, whether connected with your volunteering role or not.

- Always inform someone (preferably Powys Challenge staff) who you are seeing, where you are going and approximately how long you will be seeing that person.
- If you are working in the evenings, make sure someone knows where you are going and what time you expect to return. Make sure they have a contact number for Powys Challenge staff.
- Never agree to undertake any task, or work with any client if you feel uncomfortable about doing so.
- You have the right to refuse to do any voluntary work with anyone whom you suspect to be under the influence of drink and/or drugs.
- Always comply with Agency or Powys Challenge staff instructions about your work.
- Never interview in an empty building.
- Do NOT take clients to your home.
- Always carry your Powys Challenge Identification Card.
- Always write up your records immediately after your meeting with the client – before memory distorts the events.
- We advise you not to give your home or work telephone number or your home address to your clients.
- We advise you to dial 141 before telephoning a client from your home in order to maintain confidentiality of your telephone number.
- Inform your project manager of any change in your circumstances - e.g. motor insurance, address etc.
- Always operate any machinery or equipment within Powys Challenge's Health and Safety Policy.
- If you have any concerns relating to your personal safety, discuss them with your project manager or the responsible case officer.

Please remember - these guidelines are not designed to alarm you. Since Powys Challenge began in 1994 we have had NO incidents where a volunteer has had her/his health and safety threatened. We hope that by observing the guidelines, we can maintain that record.