



Dementia-friendly Alton



HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of Dementia-friendly Alton

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 for our volunteers and people attending our events
- Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work

Engage and consult with volunteers on day to day health and safety conditions and concerns in accordance with the **Health and Safety at Work etc Act 1974**

- Implement emergency procedures- evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain equipment that is safe to use and ensure safe storage / use of equipment
- Review and revise this policy as necessary at regular intervals.

Responsibilities

Overall planning and risk assessment responsibility for health and safety is that of the Committee members of Dementia-friendly Alton.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to members of the committee / volunteers participating in the events with the support of the Dementia Committee

All volunteers must:

- co-operate with committee members and stakeholders on site re health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Risk assessments will be undertaken by Committee members and made available to event users and stakeholders.

Action required to remove/control risks will be approved by the Committee. The Chief Committee members and volunteers in attendance at events will be responsible for ensuring the action required is implemented.

Health and safety risks and significant incidents will be reported regularly to Committee members and recorded / monitored at Committee meetings



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Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with employees and volunteers

Dementia-friendly Alton will consult with volunteers and stakeholders within each venue 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
- arrangements for getting competent people to satisfy health and safety requirements
- information we provide to volunteers and attendees on the risks to health and safety arising from their work or the activity, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- health and safety consequences for them of any new technology we plan to introduce.

The information provided to volunteers and attendees will be in a format that can be easily understood.

Dementia-friendly Alton will consult directly with volunteers through regular team/staff meetings and face-to-face discussions.

Dementia-friendly Alton will allow enough time for volunteers and stakeholders to consider the issues and give informed responses. Volunteers and stakeholders are encouraged to ask questions, raise concerns and make recommendations. Dementia-friendly Alton will take 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.

Safe equipment

The Committee will have overall responsibility for identifying all equipment needing maintenance.

The Committee will be responsible for ensuring effective maintenance procedures are drawn up.

The Committee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Committee (via Whatsapp group)

The Committee will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances



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The Committee will have overall responsibility for checking that new substances can be used safely before they are purchased. Dementia-friendly Alton does not currently use or store any substances which need a COSHH assessment.

Safe use of VDU equipment

Dementia-friendly Alton does not own any Display Screen Equipment for volunteers to use so DSE risk assessment is not required. Volunteers who may be producing written material or using personal IT equipment to prepare material or establish communication on behalf of Dementia-friendly Alton will be provided with advice re the safe use of VDU equipment.

Manual handling

The Committee has 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 heavy loads. 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 trolley or wheeled bag, will be provided.

Information, instruction and supervision

The Health and Safety Law poster is displayed in all venues that are used for dementia-friendly events. In addition to this health and safety information and risk assessments will be provided in each event folder.

Competency for tasks and training

Induction training re H&S and risk assessment will be provided for all volunteers by a Committee member

Training records, including health and safety training, are kept by Committee. Training will be identified, arranged and monitored by the Committee, who be responsible for maintaining an overview of training undertaken and reporting to stakeholders / insurance company as required.

Accidents, first aid and work-related ill health

The first aid box(es) is/are kept at all venues that are used for dementia-friendly events and where first aiders are not present at the venue, the volunteer will have undertaken the Emergency First Aid at Work Course and be the appointed person.

All accidents that are dealt with by the on-site first aider will be recorded in the local first aid book with relevant details being communicated to Committee of Dementia-friendly Alton via Whatsapp communication. Where the volunteer from Dementia-friendly is the appointed first aider, the accident will be recorded on



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DFA First aid sheet and forward to Committee for consideration and safe storage. DFA will have their own first aid kit when attending outside events. The Committee is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies.

Monitoring

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

- Carry out inspections and spot checks
- Investigate any accidents or sickness absences that occur.
- Ensure action is taken on investigation findings to prevent a recurrence
- Record evidence of monitoring at Committee

Emergency procedures – fire and evacuation

Volunteers will be made aware of escape routes and emergency procedures at all venues that are used and will comply with these when on site.

Fire extinguishers / alarms are maintained and checked by the owners of the venues used.

Emergency evacuation drills are the responsibility of the venue owners and will be organised on annual basis for each event.

Signed.....K Murrell.....

Signed.....Judy AikenDate..... 16 June 2021
Updated 9 June 2022

Date of review... June 2023



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Further information to assist with implementation of health and safety policy:

Further information about health and safety can be found at:

<http://www.hse.gov.uk>

You can access a basic office risk assessment form here:

<http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=27251>

Information about regulations related to reporting Injuries, Diseases and Dangerous Occurrences can be found at:

<http://www.hse.gov.uk/riddor/>

A display screen equipment work station assessment form can be found here:

<http://www.hse.gov.uk/pubns/ck1.pdf>